IBM

AS/400™

SC21-9627-0

Office:
Setting Up and Administering Guide

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SC21-9627-0

Office:
Setting Up and Administering Guide

First Edition (June 1988)

This edition applies to Release 1, Modification Level 0, of the following IBM AS/400 programs:

AS/400 Office: Program 5728-WP1
AS/400 Language Dictionaries: Program 5728-DCT
AS/400 PC Support: Program 5728-PC1
AS/400 operating system: Program 5728-SS1

This edition applies to all subsequent releases and modifications until otherwise indicated in new editions or technical newsletters.

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About This Manual

You must use the manual *Office: Planning Guide*, SC21-9626, before you can continue to set up your office. To complete the tasks in this manual, you need the worksheets that you were asked to complete in the *Office: Planning Guide*, SC21-9626.

This manual helps you set up your AS/400 office. This office can be simply an AS/400 system, or it can be an AS/400 system with one or more personal computers attached. If you do not use personal computers as display stations in your office, skip the chapters related to personal computers.

This manual may refer to products that are announced, but are not yet available.

Who Should Use This Manual

The audience for this manual is the office administrator, who is familiar with office procedures, policies, and requirements. Whoever is responsible for setting up and preparing the office products for the office users should use this manual.

Note: This manual follows the convention that *he* means *he* or *she*.

What You Should Know

You could be using one of several display stations attached to your system. The keying sequence for each keyboard is different depending on which display station you have. The manual *Office: Common Tasks*, SX21-9868, has information on how to use function keys on different keyboards.

In this manual, personal computer means an IBM Personal Computer such as a 5170 Personal Computer AT® or an 8560 Personal System/2[1] Model 60.

How This Manual Is Arranged

This manual is arranged so that you can use only those chapters that apply to your needs.

Chapter 1 gives you an overview of AS/400 Office.

Chapter 2 tells you how to enroll users in AS/400 Office.

Chapter 3 tells you how to set up folders and documents to be used by AS/400 Office.

Chapter 4 tells you how to control printers.

Chapter 5 tells you about AS/400 PC Support as it relates to AS/400 Office.

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Chapter 6 tells you about security as it relates to AS/400 Office.

Chapter 7 tells you about communications as it relates to AS/400 Office.

Chapters 8 and 9 describe how to monitor office and system activity.

The appendixes contain a list of documents, folders, and libraries to better understand AS/400 Office, and a list of differences between System/36 or System/38 and the AS/400 system, for use if you are migrating to the AS/400 system.

The last part of this manual contains a glossary and an index. Use the glossary to find the meaning of an unfamiliar term. Use the index to look up a topic to see on which pages the topic is covered.

Related Online Information

The following online information is available on the AS/400 system. You can press the Help key a second time to see an explanation of how the online information works, including the index search function.

Help for Displays

You can press the Help key on any display to see information about the display. There are two types of help available:

General
Specific

General help explains the purpose of the display. General help appears if you press the Help key when the cursor is outside the areas for which specific help is available.

Specific help explains the field on which the cursor is positioned when you press the Help key. For example, it describes the choices available for a prompt. If a system message appears at the bottom of the display, position the cursor on the message and press the Help key to see information about the cause of the message and the appropriate action to take.

To exit the online information, press F3 (Exit). You return to the display on which you pressed the Help key.

Index Search

Index search allows you to specify the words or phrases you want to see information about. To use index search, press the Help key, then press F11 (Search index).

Help for Control Language Commands

To see prompts for parameters for a control language command, type the command, then press F4 (Prompt) instead of the Enter key.

Online Education

AS/400 online education provides tutorials on a wide variety of topics. To use the online education, press F13 (User support) on any system menu to show the User Support menu. Then select the option to use online education.

Question-and-Answer Function

The question-and answer function provides answers to questions you may have about using the AS/400 system. To use the Q & A function, press F13 (User support) on any system menu to show the User Support menu. Then select the option to use the question-and-answer function.

Related Printed Information

As the administrator, you will find most of the information you need to set up your office in this manual. However, if you want to know more about a specific product mentioned in this manual, you should use the information that came with that product.

The following AS/400 Office publications contain related information you may find useful:

- *Office: Word Processing Learning Guide*, SC21-9617, provides the office user with information to help them learn how to use different word processing tasks.
- *Office: Word Processing User's Guide*, SC21-9618, provides the office user with detailed information on how to use the word processing function of AS/400 Office.
- *Office: Learning Guide*, SC21-9615, provides the office user with information about learning the different office tasks.
- *Office: User's Guide*, SC21-9616, provides the office user with detailed information on how to use AS/400 Office.
- *Office: Common Tasks*, SX21-9868, provides common information on office tasks.

The following AS/400 publications contain related information you may find useful:

- *Migrating from System/36 Planning Guide*, GC21-9623, provides the application programmer, system administrator, or data processing manager with information to help them migrate their products and applications with the Migration Aid.
- *Migrating from System/38 Planning Guide*, GC21-9624, provides the application programmer, system administrator, or data processing manager with information to help them migrate their products and applications with the Migration Aid.
- *Planning Guide – 9406*, GA21-9913, or the *Planning Guide – 9404*, GA21-9914, provides the system administrator or data processing manager with information about planning to install an AS/400 system.
- *Licensed Programs Installation Guide*, SC21-9765, provides the system operator or system administrator with step-by-step procedures for installing the licensed programs from IBM.
- *Programming: Backup and Recovery Guide*, SC21-8079, provides information on how to save and restore system objects, such as documents.
- *Programming: Security Concepts and Planning*, SC21-8083, provides the security officer (or someone who is assigned the responsibilities of a security officer) with information about general security concepts and planning for security on the system.

- *Communications: Distribution Services Network Administrator's Guide*, SC21-9588, provides the system operator or system administrator with information about administering data communications applications on an AS/400 system.
- *Communications: User's Guide*, SC21-9601, provides the system operator, application programmer, system programmer, or system administrator with communications information, such as setting and changing communications values or defining lines, controllers, and devices.
- *System Operations: Operator's Guide*, SC21-8082, provides the system operator with information on how to start and stop the system, control jobs, control printing, save and restore objects, and display the status of system activity.

The following AS/400 PC Support publications contain related information you may find useful:

- *PC Support: Installation Guide*, SC21-8089, provides the personal computer technical coordinator with simple step-by-step procedures to be used when running the AS/400 PC Support installation program.
- *PC Support: Operations Reference*, SC21-8090, provides the personal computer technical coordinator with the information needed to set up, configure, and tailor AS/400 PC Support through batch and configuration files, as well as AS/400 PC Support Organizer menu.
- *PC Support: Technical Reference*, SC21-8091, provides the programmer or personal computer technical coordinator with technical information needed to do advanced configuration or tailoring of AS/400 PC Support to suit a special operating environment.
- *PC Support: User's Guide*, SC21-8092, provides the personal computer operator or administrative secretary with concepts and examples of how to use the AS/400 PC Support functions. It assumes that the AS/400 PC Support product is already installed and set up.
- *PC Support: Messages and Problem Analysis Guide*, SC21-8093, provides the personal computer operator, administrative secretary, or personal computer technical coordinator with information about error messages and recovery, problem analysis and customer-related service information, including how to submit an authorized program analysis report (APAR) and apply a program temporary fix (PTF).

The following PC publications might be helpful to you if you are using a personal computer attached to the AS/400 system:

- *IBM Personal Computer Disk Operating System Reference*, provides information on how to use DOS on your personal computer.
- *DisplayWrite 4 Getting Started*, provides examples on basic DisplayWrite 4 functions.
- *DisplayWrite 4 Reference Guide*, provides procedural information on how to use DisplayWrite 4.
- *DisplayWrite 4 Technical Reference* provides technical reference information on DisplayWrite 4.

The following publication may be helpful when using printers attached to the AS/400 system:

- *5219 Operators Guide*, provides information on how to use the 5219 Printer.

The following publications may be helpful when sending documents across systems:

- *Document Interchange Architecture—Document Profile Reference*, SC23-0764, provides detailed profile descriptions needed by users who write applications that send documents from system to system.
- *Document Interchange Architecture Technical Reference*, SC23-0781, describes the Document Interchange Architecture.

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Chapter 1. Set Up AS/400 Office

This chapter describes how your AS/400[1] equipment and programs are installed and possible changes you may need to make to accommodate the needs of your office.

If other people in your organization share your system, you may have to check with them to see what has already been installed and changed on the AS/400 system.

This chapter describes the following:

- Installing AS/400 equipment
- Installing AS/400 licensed programs
- Verifying installation
- Activating the calendar alarm program
- Reviewing general planning activities

Installing AS/400 Equipment

In most cases, the AS/400 equipment must be installed by a service representative. The installation of other devices, such as display stations and printers, are described in the installation manuals that are shipped with each device. Before installing devices on the AS/400 system, you should use the system *Planning Guide – 9406*.

Installing AS/400 Licensed Programs

Before you can work with AS/400 Office, the AS/400 Office Licensed Program must be installed on your system. Before you can install AS/400 Office, you need to have the AS/400 operating system loaded and you must be added to the system distribution directory. To add yourself to this directory, use the Add Directory Entry (ADDDIRE) command.

For more information on how to install the programs, see the *Licensed Programs Installation Guide*.

Adding or Deleting Dictionaries

Once you've installed your AS/400 Office program (not preloaded), you must install the AS/400 Language Dictionaries if you want to use the spell check function when working with documents.

For more information on adding or deleting dictionaries after you have installed the AS/400 Office program, see the *Licensed Programs Installation Guide*.

[1] AS/400 is a trademark of the International Business Machines Corporation.

Verifying Installation

To verify the installation of AS/400 Office, you must be signed on at a work station.

1. Sign on the AS/400 system as QSECOFR.
2. Type **STROFC** on the command line of any menu display.
3. Press the Enter key and the Administration menu is shown.

   If you do not see the AS/400 Office menu, then AS/400 Office may not be in your library. To add AS/400 Office to your library, type ADDLIBLE QOFC on a command line and press the Enter key. Type STROFC again and press the Enter key. The AS/400 Office menu is shown.
4. Press F12 (Previous) and you are shown the menu you started from.

Activating the Calendar Alarm Program

The calendar alarm program is an optional program that notifies office users about upcoming appointments and processes jobs scheduled on a calendar. To use the calendar alarm program, start the job QALARM. Job QALARM can be started in one of the following three ways:

- You can start job QALARM interactively by entering the following Submit Job (SBMJOB) command:

  ```
  SBMJOB JOB(QALARM) JOBD(QOFC/QOFALRMJ) RQSDTA(*JOBD) INLLIBL(*JOBD)
  ```

- You can add the Submit Job (SBMJOB) command for job QALARM to the daily program that starts the system, that may have been written.
- You can install job QALARM as an autostart job under a AS/400 subsystem (such as QINTER). The job will start automatically every time the subsystem is started.

Using an Autostart Job

To install job QALARM as an autostart job under an interactive subsystem, such as the subsystem QINTER, do the following:

1. Sign on as the security officer.
2. If the interactive subsystem (such as QINTER) is active, make sure that all users are signed off, then enter the following command:

   ```
   ENDSBS SBS(QINTER)
   ```

   Add an automatic job entry to the interactive subsystem (such as QINTER) by entering the following command:

   ```
   ADDAJE SBSD(QINTER) JOB(QALARM)
          JOBD(QOFC/QOFALRMJ)
   ```

3. Start the subsystem by entering the following command:

   ```
   STRSBS SBSD(QINTER)
   ```

4. Verify that the job QALARM started when the subsystem was activated by entering the Work with Active Jobs (WRKACTJOB) command:

   ```
   WRKACTJOB
   ```

To reactivate the alarm program while the subsystem is active, enter the following command:

```
SBMJOB JOB(QALARM) JOBD(QOFC/QOFALRMJ) RQSDTA(*JOBD) INLLIBL(*JOBD)
```

To remove the alarm program as an autostart job under the subsystem QINTER, sign on as the security officer and ensure that the subsystem is not active. Enter the Remove Autostart Job Entry (RMVAJE) command:

```
RMVAJE SBSD(QINTER) JOB(QALARM)
```

For more information on the commands described in this section, see the online help information for these commands.

Sending and Receiving Mail

If you intend to send and receive mail to and from other systems, see Chapter 7, "Set Up AS/400 Office in a Network."

To send and receive mail only on your system (you only have one system) or file mail in the document library, enter the following command:

```
STRSBS QSNADS
```

Special Considerations

When a user is sent a high priority note or a high priority document, a message is sent to the receiver's message queue to notify the receiver of the arrival of the mail item. When a user is sent a message, a copy of the message is sent to the receiver's message queue in addition to the receiver's incoming mail.

Messages sent to the receiver's message queue are translated to the character identifier defined by the system value (QCHRID). Messages sent to the receiver's incoming mail are translated to the character identifier defined for the work station.

On a multilingual system, some work stations may have a character identifier that is different than the system value (QCHRID), which may cause some messages to display some characters incorrectly.

Reviewing General Planning Activities

In the *Office Planning Guide*, you were asked to plan for the following tasks:

- Select a project team.
- Assign planning activities.
- Determine your users' needs.
- Review your order for equipment and programs.
- Establish requirements for supplies.
- Plan and schedule education.
- Establish requirements for publications.
- Establish a transition schedule.
- Establish user menus.
- Establish internal procedures.
- Establish recovery and backup procedures.

By thinking about these tasks and doing what is appropriate for your office environment, you may find that you are better organized and prepared to set up and use the office programs.

Chapter 2. Enroll Office Users

This chapter describes how to enroll office users on the AS/400 system. To enroll office users, you must be defined to the system as an administrator or the security officer.

An administrator is a person who is designated to control the authorization of functions and data in AS/400 Office. Managing enrollment is just one of the administering functions that can be assigned to a system administrator.

Before you continue with the rest of this chapter, develop naming conventions for your users based on the naming guidelines described in the *Office Planning Guide*, if you have not already done so. You should also have the appropriate worksheets filled out from the *Office Planning Guide*.

Note: Users can change some of their enrollment information, but only the administrator or security officer can actually enroll users.

This chapter describes the following:

- Getting started with enrollment
- Choosing quick enrollment
- Choosing regular enrollment
- Changing a user's enrollment
- Deleting a user's enrollment
- Creating distribution lists

Getting Started with Enrollment

Before you enroll users in AS/400 Office, you should understand how to:

- Work with the system name
- Define the administrator or security officer
- Identify different types of users

Working with the System Name

When enrolling users in office, you should identify whether or not the system name will be used for the address part of the *User ID/Address* prompt. When enrolling users from other systems, you should use the system name for the address. When enrolling users only on the one system, you can still use the system name as the address, but you can also use any other name you care to create.

In the section "Choosing Quick Enrollment" on page 2-2, the system name is used for the address.

When your system is installed, the system automatically creates a system name based on the machine serial number. For example, 00158091 could be a system name.

To determine what the current system name is, use the Display Network Attributes (DSPNETA) command.

You should change the system name to something more meaningful, such as the location of the system, using the Change Network Attributes (CHGNETA) command. For example, you could type CHGNETA SYSNAME(CHICAGO).

Only after doing an initial program load (IPL) does the new name take affect. For more information on how to do an IPL, see the *Operator's Guide*.

Defining the Administrator or Security Officer

Before you can enroll users, you must have a user profile assigned to you. This user profile defines you to the system. The first enrollment must be done by the user profile QSECOFR, which is shipped with the system. If QSECOFR, defines a user as an administrator, that person can enroll others.

If you are the security officer (QSECOFR), you can use the password shipped with the system. When a system is set up, the security officer must be added to the system distribution directory. After the security officer has been added to the system distribution directory, he can enroll himself and others in AS/400 Office.

If you are an administrator, the security officer or another administrator must first enroll you in AS/400 Office and specify that you are to be an administrator. Administrator authority allows you to enroll others in AS/400 Office and to perform certain administration functions without having specific authorization to an office user's object, such as a document or calendar.

For more information on AS/400 Office security, see Chapter 6, "Set Up Office Security." For more information on system security, see the manual, *Security Concepts and Planning*.

Identifying Different Types of AS/400 Office Users

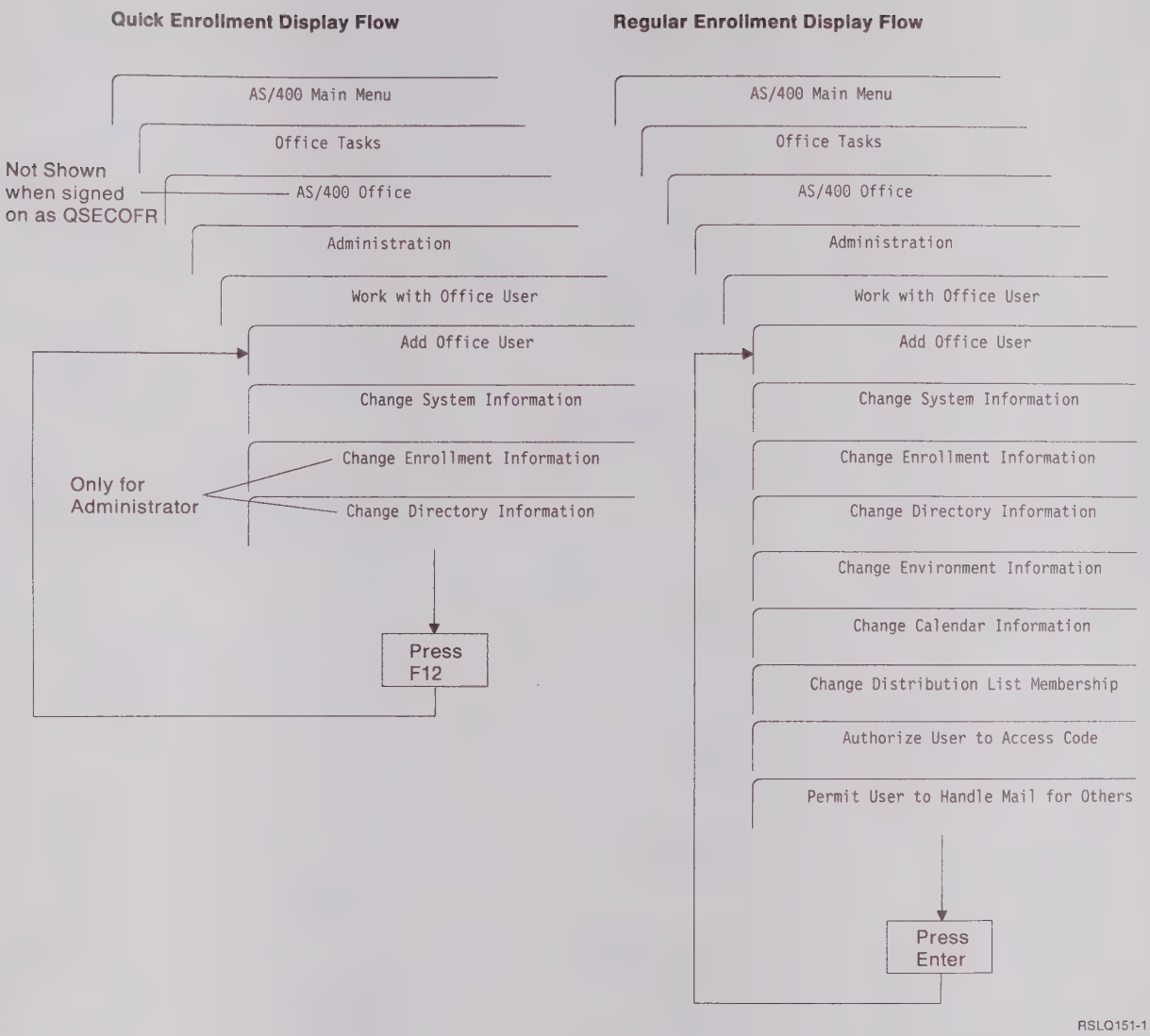
Before you enroll users, you should understand the different ways you can enroll a user. The *Office Planning Guide* explains that you can enroll a user as a direct or indirect user. A direct user is anyone who is using AS/400 Office, which includes the administrator. An indirect user does not use the system to receive mail, but can receive printed copies of mail items. The mailing address you specify for an indirect user is printed on the cover page of the mail item.

The only difference between enrolling a direct user and an administrator is that a Y (Yes) is specified for the *Administrator* prompt on the Enrollment Information display when an administrator is enrolled.

The procedure to enroll office users is basically the same whether you are enrolling a direct user or indirect user. The difference in enrolling these users is based on the selections you make on each of the enrollment displays.

Choosing Quick Enrollment

This section allows you to quickly enroll an administrator and an office user, which means you are specifying only the values that you absolutely need to be enrolled in AS/400 Office. The following diagram shows the difference between quick enrollment and regular enrollment.



Using quick enrollment, you will learn the basics of enrolling users in AS/400 Office. Once you are familiar with enrollment, you should use the *Office Planning Guide* to plan for regular enrollment and then follow the information given in the rest of this chapter.

After going through this section to enroll your users, you may decide to change some of the system-defined values. For information on changing these values, see "Changing a User's Enrollment" on page 2-20 later in this chapter.

Note: Once you press the Enter key on the Add Office User display, you cannot change the user ID, address, description, and user profile of a user. If you make a mistake, you will have to completely remove the user from the system.

The following table identifies the users enrolled in this section. You may want to replace these examples with actual users from your business. If you enroll your users, you should use the naming conventions identified here.

Type	User ID	Address	Description
Administrator	COLLINS	CHICAGO	Collins, Shirley J.
Office User	ZONDLAK	CHICAGO	Zondlak, Brian A.

This example uses the following naming conventions:

- Use the last name for the user ID. If a user ID with the same name already exists, use the first initial and the last name.
- Make the address the same as the system name. In this example, the system name is CHICAGO.
- Specify the description as last name, first name, and middle initial. Capitalize only the first letter of the last name and first name. This allows you to easily sort the descriptions alphabetically.

Note: This example assumes that the users you are enrolling do not have an existing user profile or system distribution directory entry. If the users you are enrolling do have an existing user profile, use the name of that existing user profile for the user ID.

Enrolling the First Administrator

1. You or the security officer must sign on the system using the user profile QSECOFR.
2. On the AS/400 Main Menu, select option 2 (Office tasks) and press the Enter key. The Office Tasks display is shown.
3. On the Office Tasks display, select option 1 (AS/400 Office) and press the Enter key. The Administration menu is shown.
4. On the Administration menu, select option 1 (Create and maintain enrollment) and press the Enter key. The Work with Office Users display is shown.
5. On the Work with Office Users display, press F10 (Add office user). The Add Office User display is shown.
6. On the Add Office User display, type the following:
   - COLLINS for the first part of the *User ID/Address* prompt
   - CHICAGO for the second part of the *User ID/Address* prompt
   - Collins, Shirley J. for the *Description* prompt

   Do not specify anything else on this display. A user profile and password will automatically be created using the name you specified for the user ID.

   Note: The user ID, address, description, and user profile cannot be changed after you press the Enter key. If, after you press the Enter key, you determine that you made a mistake, completely remove the user from the system and enroll the user again. For more information, see "Deleting a User's Enrollment" on page 2-22.

   When you press the Enter key on the Add Office User display, you create the following:
   - Office enrollment record
   - User profile, which has the same name as the user ID

- Message queue, which has the same name as the user ID
- System distribution directory entry, which has the same user ID, address, and description you specified on the Add Office User display

7. Press the Enter key and the Change System Information display is shown.
8. On the Change System Information display, space over QOFINLPG that is specified for the *Initial program* prompt and QOFC that is specified for the *Library* prompt.

   If you leave these values, this user will only see the AS/400 Office menu as the first menu after signing on. If you space over these values, this user will see the AS/400 Main Menu as the first menu after signing on. Because the administrator may need to work with more than just office, it is best to have access to the main menu.

   Note: When you press the Enter key, you should see a message that says you do not have an initial program. This is an informational message and indicates that you have followed these steps correctly.
9. Press the Enter key and the Change Enrollment Information display is shown.
10. Type a **Y** (Yes) for the *Administrator* prompt and press the Enter key. The Change Directory Information display is shown.

    When you end enrollment for a user (by pressing F12), you create the following:

    - Default folder, which has the same name as the user ID
    - Calendar, which has the same name as the user ID
11. On the Change Directory Information display, press F12 (Previous) three times.

    Note: When you press F12, the system will save the information you have entered.
12. The Add Office User display is shown again, which allows you to add another user.
13. If you are finished with this example and do not intend to continue with the next section, "Enrolling Users," press F12 (Previous). The Work with Office Users display is shown. On this display, press F5 (Refresh) to see the user you just enrolled.

    If you want to continue with this example, continue with "Enrolling Users" and start at step 7.

Enrolling Users

1. Sign on as the administrator.
2. On the AS/400 Main Menu, select option 2 (Office tasks) and press the Enter key. The Office Tasks display is shown.
3. On the Office Tasks display, select option 1 (AS/400 Office) and press the Enter key. The AS/400 Office menu is shown.
4. On the AS/400 Office menu, select option 9 (Administration) and press the Enter key. The Administration menu is shown.
5. On the Administration menu, select option 1 (Create and maintain enrollment) and press the Enter key. The Work with Office Users display is shown.
6. On the Work with Office Users display, press F10 (Add office user). The Add Office User display is shown.

7. On the Add Office User display, type the following:
   - ZONDLAK for the first part of the *User ID/Address* prompt
   - CHICAGO for the second part of the *User ID/Address* prompt
   - Zondlak, Brian A. for the *Description* prompt

   Do not specify anything else on this display. A user profile and password is automatically created using the name you specified for the user ID.

   Note: The user ID, address, description, and user profile cannot be changed after you press the Enter key. If, after you press the Enter key, you determine that you made a mistake, completely remove the user from the system and enroll the user again. For more information, see "Deleting a User's Enrollment" on page 2-22.

   When you press the Enter key, you create the following:
   - Office enrollment record
   - User profile, which has the same name as the user ID
   - Message queue, which has the same name as the user ID
   - System distribution directory entry, which has the same user ID, address, and description you specified on the Add Office User display
8. Press the Enter key and the Change System Information display is shown.

   When you end enrollment for a user (by pressing F12), you create the following:
   - Default folder, which has the same name as the user ID
   - Calendar, which has the same name as the user ID
9. On the Change System Information display, press F12 (Previous).
10. The Add Office User display is shown again, which allows you to add another user.
11. Repeat steps 7 through 10 for additional users you want to enroll.
12. Press F12 (Previous) to end enrolling users. The Work with Office Users display is shown. On this display, press F5 to see the user you just enrolled.

Choosing Regular Enrollment

Before you enroll users, complete the Enrolling Users Worksheets that are in the *Office Planning Guide*. The enrollment worksheets follow the same format as the enrollment displays. The enrollment displays you are shown depend on what selections you make when enrolling users. To continue from one enrollment display to another, you must always press the Enter key (even when you do not make a selection on a display).

Each user must have:

- A user profile

  The user profile allows the user to sign on the AS/400 system. It contains information about the user's authorizations within the AS/400 system and AS/400 Office. Each user profile has a unique user profile name.
- A system distribution directory entry

The system distribution directory entry allows users to send information to one another. Each user has a system distribution directory entry identified by a two-part user ID and address. Each user ID and address may have multiple descriptions associated with it.

- An AS/400 Office enrollment record

  The AS/400 Office enrollment record notifies AS/400 Office of the user's existence. It also contains other information about the user's enrollment. This enrollment record is automatically created when you enroll a user.

Some of the users you enroll may not necessarily be new to the AS/400 system and may already have a user profile and a system distribution directory entry. AS/400 Office checks for the existence of these objects and only creates them as necessary.

If a user is new to the AS/400 system, the user profile, system distribution directory entry, and enrollment information are created when you go through the enrollment displays.

Note: If you make any changes to your own enrollment information, these changes are not reflected until the next time you enter AS/400 Office.

Access Codes

If you used access codes on previous systems and intend to continue using access codes for compatibility reasons, you should add the access codes you need before enrolling users. Once the access codes are created, you can select the access codes you want for each user during enrollment. For more information on adding access codes, see "Working with Access Codes" on page 6-16.

Distribution Lists

If you intend to add users to distribution lists, you should create the distribution lists before starting enrollment. For more information on creating distribution lists, see "Creating Distribution Lists" on page 2-25.

Enrolling Direct Users

As the administrator, you should consider the order in which users are enrolled. Users who will be authorized to handle mail for others should be enrolled last.

There may be some enrollment displays you do not need to use. In that case, press F3 (Exit) to shorten the time you will spend enrolling users. The enrollment record will be saved with whatever information was entered up to the point you press F3 (Exit). If you intend to enroll more than one user, you may want to use F12 (Previous) instead of F3 (Exit), since F12 allows you to go back one display at a time through the enrollment displays to the Add Office User display.

To enroll direct users, do the following:

1. On the AS/400 Main Menu, select option 2 (Office tasks) and then press the Enter key.

   Note: If the AS/400 Main Menu is not shown after you sign on, type **STROFC** on the command line of the display that is shown and then press the Enter key. Continue with step 3 once the AS/400 Office menu is shown.

```
MAIN                    AS/400 Main Menu          System: xxxxxxxxxx

Select one of the following:

    1. User tasks
    2. Office tasks
    3. General system tasks
    4. Files, libraries, and folders
    5. Programming
    6. Communications
    7. Define or change the system
    8. Problem handling
    9. Display a menu

   90. Sign off


Selection or command
===>2_____________________________________________________________

F3=Exit     F4=Prompt   F9=Retrieve   F12=Previous   F13=User Support
F23=Set initial menu
                                        (C) COPYRIGHT IBM CORP. 1980, 1988.
```

2. The Office Tasks menu is shown. Select option 1 (AS/400 Office) and then press the Enter key.

```
OFCTSK                    Office Tasks          System:   xxxxxxxx

Select one of the following.

     1. AS/400 Office
     2. Host system tasks for AS/400 PC Support
     3. Decision support
     4. Office security
     5. Display system directory
     6. Work with system directory
     7. Documents
     8. Folders


    70. Related commands


Selection or command
===>1_____________________________________________________________

 F3=Exit    F4=Prompt    F9=Retrieve   F12=Previous   F13=User support
 F16=System main menu
                                        (C) COPYRIGHT IBM CORP. 1980, 1988.
```

3. The AS/400 Office menu is shown. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                          AS/400 Office
                                                        System:   xxxxxxxx
Select one of the following:
                                                        Time:   12:25 p.m.
     1. Calendars
     2. Mail                                      1988      OCTOBER      1988
     3. Send message                               S   M   T   W   T   F   S
     4. Send note                                                          1
     5. Documents and folders                      2   3   4   5   6   7   8
     6. Word processing                            9  10  11  12  13  14  15
     7. Directories and distribution lists        16  17  18  19  20  21  22
     8. Decision support                          23  24  25  26  27  28  29
     9. Administration                            30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit   F12=Previous   F24=Display messages
                                        (C) Copyright IBM Corp. 1988
```

4. The Administration menu is shown. Select option 1 (Create and maintain enrollment) and press the Enter key.

   Note: If you are not an administrator, some of the options shown on the Administration menu are not shown.

```
                          Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file




Selection
     1

F3=Exit   F12=Previous   F24=Display messages
```

The Work with Office Users display is shown.

```
                          Work with Office Users

Position to . . . . . _______ _______      Starting character(s)

Type options, press Enter.
  2=Change     4=Delete

Opt  User ID  Address   Admin  Description
 _   ANDERSON ROCH        N    Anderson, Ben C
 _   BENTLEY  ROCH        N    Bentley, Dan
 _   HANSON   ROCH        N    Hanson, E G
 _   HENKE    DENV        N    Henke, S K
 _   KING     ROCH        N    King, Jean
 _   NENANCY  ROCH        N    Nelson, Nancy E
 _   PETERSON DENV        Y    Peterson, R N
 _   ROSE     DENV        N    Nelson, Rose
 _   SJONES   DENV        N    Jones, Sharon
 _   TJA      DENV        N    Ashely, T J
 _   TOM      ROCH        N    Dixon, T F
                                                              More...

F3=Exit        F5=Refresh            F10=Add office user
F12=Previous   F24=Display messages
```

This display shows a list of all users currently enrolled, sorted by user ID and address.

5. Press F10 (Add office user) and the Add Office User display is shown.

```
                            Add Office User

Type information, press Enter.

  User ID/Address . . . .  _______ _______  F4 for list

  Description . . . . . .  ________________________________________

  User profile  . . . . .  _________        Name, F4 for list

  Indirect user . . . . .  N                Y=Yes, N=No

  Password  . . . . . . .  _________




F3=Exit        F4=List               F5=Refresh
F12=Previous   F24=Display messages
```

Use the Enrolling Users Worksheet to fill out the information on this display. To create a new user ID and address, simply type the names you want to create for the *User ID/Address* prompt on the Add Office User display. Specify a description for the *Description* prompt. This prompt is most useful if you specify a description in the form of last name, first name. Specify an N (No) for the *Indirect user* prompt.

If you leave blanks for the *User profile* prompt, the system will automatically create your user profile with the same name as your user ID. If you leave blanks for the *Password* prompt and you are adding a direct user, the system creates the password with the same name as the user profile name. If you are adding an indirect user, the system assigns *NONE as the password.

Note: The *Password* prompt is only required if the security level specified for your system is 20 (limited security) or 30 (full security). If security level 10 (system is not secured) is specified, anyone can sign on the system by entering any name.

To see what level of security is specified for your system, contact your security officer or type **DSPSYSVAL** (Display System Value) with QSECURITY specified as the system value on any command line.

6. Press the Enter key and the Change System Information display is shown.

```
                        Change System Information

User ID/Address . . . . . :   ASHMAN  ROCH

Type changes, press Enter.

  Copy from . . . . . .       _______ _______     User ID/Address
                                                  F4 for list
  Group profile . . . . .     _________           Name, F4 for list
  Accounting code . . . . .   _____________
  Maximum storage . . . . .   *NOMAX              0-2147483647, *NOMAX
  Limit
    capabilities . . . . .    N                   Y=Yes, N=No
  Initial program . . . . .   QOFINLPG
    Library . . . . . .       QOFC                *LIBL, *CURLIB, name
  Initial menu . . . . . .    MAIN
    Library . . . . . .       *LIBL               *LIBL, *CURLIB, name



F3=Exit        F4=List              F5=Refresh
F12=Previous   F24=Display messages
```

Note: If the user wants to see the AS/400 Main Menu as the first menu after signing on, make sure that QOFINLPG in library QOFC is not specified for the *Initial program* prompt and the *Library* prompt. If you leave these values, this user will only see the AS/400 Office menu as the first menu after signing on.

Use the Enrolling Users Worksheet to fill out the information on this display.

Note: If you have a user profile of QSECOFR, the *Maximum storage* and *Limit capabilities* prompts are not shown.

7. Press the Enter key and the Change Enrollment Information display is shown.

```
                    Change Enrollment Information

User ID/Address . . . . . :   ASHMAN   ROCH

Type changes, press Enter.

  Copy from . . . . . .  _______ _______   User ID/Address
                                           F4 for list
  Authority:
    Administrator . . . . . .  N           Y=Yes, N=No
    Allow commands
      in documents  . . . . .  N           Y=Yes, N=No
  Objects:
    Printer . . . . . . . . .  *SYSVAL     *SYSVAL, name
    Message queue . . . . . .  ASHMAN
      Library . . . . . . . .  QUSRSYS     *LIBL, *CURLIB, name
  Option 50 on AS/400 Office main menu:
    User program  . . . . . .  _________
      Library . . . . . . . .  _________   *LIBL, *CURLIB, name
    Option text . . . . . . .  ____________________________________

F3=Exit        F4=List              F5=Refresh
F12=Previous   F24=Display messages
```

8. Use the Enrolling Users Worksheet to fill out the information on this display.

   Notes:

   a. If you are enrolling someone as an administrator, you must specify a Y (Yes) for the *Administrator* prompt.

   b. If you have a user profile of QSECOFR, the *Administrator* prompt is not shown.

9. Press the Enter key and the Change Directory Information display is shown.

```
                    Change Directory Information

User ID/Address . . . . . :   ASHMAN   ROCH

Type changes, press Enter.

  Copy from . . . . . .  _______ _______   User ID/Address
                                           F4 for list
  Mailing address . . . . . .  ____________________________________
                               ____________________________________
                               ____________________________________
                               ____________________________________

  Location . . . . . . . . . .  ____________________________________

  Telephone numbers . . . . . .  ____________________
                                 ____________________


F3=Exit        F4=List              F5=Refresh
F12=Previous   F24=Display messages
```

10. Use the Enrolling Users Worksheet to fill out the information on this display.
11. Press the Enter key and the Change Environment Information display is shown.

```
                    Change Environment Information

User ID/Address . . . . . :  ASHMAN   ROCH

Type changes, press Enter.

  Copy from . . . . . .  _______ _______   User ID/Address
                                           F4 for list

  Message notification
    within Office . . . . . .  4           1=Never
                                           2=Notify
                                           3=Interrupt
                                           4=Same
  Default library . . . . . .  *CRTDFT     *CRTDFT, name
  Initial directory . . . . . .  _________ Name, F4 for list
  Default folder  . . . . . .              Name, F4 for list
    ASHMAN_____________________________________________


F3=Exit        F4=List              F5=Refresh
F12=Previous   F24=Display messages
```

On your display, the first eight characters of the user profile are shown for the *Default folder* prompt. If the folder you specified does not exist, one will be created by pressing the Enter key again.

12. Use the Enrolling Users Worksheet to fill out the information on this display.

    The information you type on this display is stored in your user profile and with the enrollment record.

13. Press the Enter key and the Change Calendar Information display is shown.

```
                      Change Calendar Information

User ID/Address  . . . . . :  ASHMAN      ROCH

Type changes, press Enter.
  Copy from  . . . . . .  _______ _______ User ID/Address
                                          F4 for list
  Initial calendar . . . . . .  ASHMAN    Name, F4 for list

  Initial calendar group . . .  _________ Name, F4 for list
  Start day  . . . . . .  MON     MON, TUE, WED, THU, FRI, SAT, SUN
  Start time . . . . . .  08:00A  hh:mmA, hh:mmP, hh:mm, hhmm, hh, h
  Time interval  . . . . . .  30  5-60 minutes
  Time format  . . . . . .  12    12 or 24 hour clock
  6 month calendar . . . . . .  SUN  SUN, MON
                         User ID  Address
  Owner  . . . . . .  _______ _______ F4 for list
  Manager  . . . . . .  _______ _______ F4 for list
  Notify manager . . . . .  N           Y=Yes, N=No
  Authority  . . . . . .  _             1=Use, 2=Change, Blank=None
  Description  . . . . . .  ____________________________________________

F3=Exit   F4=List   F5=Refresh   F12=Previous   F24=Display messages
```

If the calendar you specified does not exist, it can be created by pressing the Enter key again.

14. Use the Enrolling Users Worksheet to fill out the information on this display.

15. Press the Enter key and the Change Distribution List Membership display is shown.

```
                    Change Distribution List Membership

User ID/Address . . . . . :  ASHMAN   ROCH

Type choices, press Enter.

  Copy from . . . . . .  _______ _______   User ID/Address
                                           F4 for list
  Position to . . . . . .  _______ _______ Starting character(s)

Type or remove X to change current membership, press Enter.

Membership  -----List ID-----  Description
     _       ACCDSTL  ACCTG    Distribution list for Accounting
     _       DEPT248  DLIST    Members of Department 248
     _       D543     DLIST    Distribution list for Department 543

                                                                  Bottom
F3=Exit        F4=List              F5=Refresh
F12=Previous   F24=Display messages
```

16. Use the Enrolling Users Worksheet to fill out the information on this display.

    Note: Distribution lists must be created before you can add individuals to them. If you have not created any distribution lists, skip this display by pressing the Enter key. After you are finished enrolling this user, create the distribution lists that your office will use. For more information on creating distribution lists, see "Creating Distribution Lists" on page 2-25. You can then continue enrolling other users or change the previously enrolled users' information to include the new distribution lists.

17. Press the Enter key and the Authorize User to Access Codes display is shown.

```
                    Authorize User to Access Codes

User ID/Address . . . . . :  ASHMAN   ROCH

Type choices, press Enter.

  Copy from . . . . . .  _______ _______   User ID/Address
                                           F4 for list
  Position to . . . . . .  ___             Access code

Type or remove X to change current authorization, press Enter.

Authorization      Code     Description
      X            0001     Budgets
      _            0002     Department Staffing Requirements
      _            0003     Payroll
      X            0004     Finance
      _            0005     Accounting
      X            0006     Status Reports
      _            0007     Personnel
                                                                  More...
F3=Exit        F4=List              F5=Refresh
F12=Previous   F24=Display messages
```

Note: If you used access codes on previous systems and intend to continue using access codes for compatibility reasons, you should create the access codes you need first before enrolling users. If you have not created any access codes, skip this display by pressing the Enter key. After you are finished enrolling this user, create the access codes that your office will use. For more information on creating access codes, see "Working with Access Codes" on page 6-16.

However, if you have not used access codes on previous systems, you should use authorization lists instead of access codes.

18. Use the Enrolling Users Worksheet to fill out the information on this display.
19. Press the Enter key and the Permit User to Handle Mail for Others display is shown.

```
                  Permit User to Handle Mail for Others

User ID/Address . . . . . :   ASHMAN   ROCH

Type choices, press Enter.

  Copy from . . . . . _______ _______     User ID/Address
                                          F4 for list
  Position to . . . . . _______ _______   Starting character(s)

Type or remove X to change current permission, press Enter.

Permission  User ID  Address   Description
    X       ANDERSON ROCH      Anderson, Ben C
    _       BENTLEY  ROCH      Bentley, Dan
    X       HANSON   ROCH      Hanson, E G
    X       KING     ROCH      King, Jean
    _       ROSE     DENV      Nelson, Rose
    _       SJONES   DENV      Jones, Sharon
    _       TOM      ROCH      Dixon, T F
                                                          More...
F3=Exit        F4=List              F5=Refresh
F12=Previous   F24=Display messages
```

20. Use the Enrolling Users Worksheet to fill out the information on this display.
21. Press the Enter key and the Add Office User display is shown again.

    If you finished adding users to AS/400 Office, press F3 (Exit) to return to the AS/400 Office menu.

Enrolling Indirect Users

There may be some enrollment displays you do not need to use. In that case, press F3 (Exit) to shorten the time you will spend enrolling users. The enrollment record will be saved with whatever information was entered up to the point you pressed F3 (Exit). If you intend to enroll more than one user, you may want to use F12 (Previous) instead of F3 (Exit), because F12 will allow you to go back one display at a time through the enrollment displays to the Add Office User display.

To enroll indirect users, do the following:

1. On the AS/400 Main Menu, select option 2 (Office tasks) and then press the Enter key.

Note: If the AS/400 Main Menu is not shown after you sign on, type **STROFC** on the command line of the display that is shown and then press the Enter key. Continue with step 3 once the AS/400 Office menu is shown.

```
MAIN                        AS/400 Main Menu      System: xxxxxxxxxx

Select one of the following:

    1. User tasks
    2. Office tasks
    3. General system tasks
    4. Files, libraries, and folders
    5. Programming
    6. Communications
    7. Define or change the system
    8. Problem handling
    9. Display a menu

   90. Sign off



Selection or command
===>2_____________________________________________________________

F3=Exit     F4=Prompt     F9=Retrieve      F13=User Support
F23=Set initial menu
                                          (C) COPYRIGHT IBM CORP. 1980, 1988.
```

2. The Office Tasks menu is shown. Select option 1 (AS/400 Office) and then press the Enter key.

```
OFCTSK                      Office Tasks          System:   xxxxxxxx

Select one of the following.

     1. AS/400 Office
     2. Host system tasks for AS/400 PC Support
     3. Decision support
     4. Office security
     5. Display system directory
     6. Work with system directory
     7. Documents
     8. Folders

    50. (user option)
    70. Related commands



Selection or command
===>1_____________________________________________________________

 F3=Exit     F4=Prompt    F9=Retrieve             F12=Previous
 F13=User support         F16=System main menu
                                          (C) COPYRIGHT IBM CORP. 1980, 1988.
```

3. The AS/400 Office menu is shown. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                              AS/400 Office
                                                          System:   xxxxxxxx
Select one of the following:
                                                          Time:   12:25P.M.
     1. Calendars
     2. Mail                                      1988     OCTOBER      1988
     3. Send message                               S   M   T   W   T   F   S
     4. Send note                                                      1
     5. Documents and folders                      2   3   4   5   6   7   8
     6. Word processing                            9  10  11  12  13  14  15
     7. Directories and distribution lists        16  17  18  19  20  21  22
     8. Decision support                          23  24  25  26  27  28  29
     9. Administration                            30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit   F12=Previous   F24=Display messages
                                        (C) Copyright IBM Corp. 1988
```

4. The Administration menu is shown. Select option 1 (Create and maintain enrollment) and press the Enter key.

   Note: If you are not an administrator, some of the options on the Administration menu are not shown.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file




Selection
     1

F3=Exit   F12=Previous   F24=Display messages
```

The Work with Office Users display is shown.

```
                          Work with Office Users

Position to . . . . . _______ _______      Starting character(s)

Type options, press Enter.
  2=Change     4=Delete

Opt  User ID  Address   Admin  Description
 _   ANDERSON ROCH        N    Anderson, Ben C
 _   BENTLEY  ROCH        N    Bentley, Dan
 _   HANSON   ROCH        N    Hanson, E G
 _   HENKE    DENV        N    Henke, S K
 _   KING     ROCH        N    King, Jean
 _   NENANCY  ROCH        N    Nelson, Nancy E
 _   PETERSON DENV        Y    Peterson, R N
 _   ROSE     DENV        N    Nelson, Rose
 _   SJONES   DENV        N    Jones, Sharon
 _   TJA      DENV        N    Ashely, T J
 _   TOM      ROCH        N    Dixon, T F

                                                                    More...
F3=Exit        F5=Refresh            F10=Add office user
F12=Previous   F24=Display messages
```

This display shows a list of all users currently enrolled, sorted by user ID and address.

5. Press F10 (Add office user) and the Add Office User display is shown.

```
                            Add Office User

Type information, press Enter.

  User ID/Address . . . .  _______ _______  F4 for list

  Description . . . . . _____________________________________________

  User profile  . . . . . _________          Name, F4 for list

  Indirect user . . . . . N                  Y=Yes, N=No

  Password  . . . . . . . _________




F3=Exit        F4=List               F5=Refresh
F12=Previous   F24=Display messages
```

6. Use the Enrolling Users Worksheet to fill out the information on this display. To create a new user ID and address, simply type the names you want to create for the *User ID/Address* prompt. Specify a description for the *Description* prompt. This prompt is most useful if you specify a description in the form of last name, first name. Specify a Y (Yes) for the *Indirect user* prompt.

   Note: For an indirect user, the system will automatically create a user profile with the same name as the user ID and the system assigns *NONE as the password.

To see what level of security is specified for your system, contact your security officer or type **DSPSYSVAL** (Display System Value) with QSECURITY specified as the system value on any command line.

7. Press the Enter key and the Change System/Environment Information display is shown.

```
                  Change System/Environment Information

User ID/Address . . . . . :  DLUGE    TRVC

Type changes, press Enter.

  Copy from . . . . . .      _______ _______    User ID/Address
                                                F4 for list

  Print personal mail . . . .  Y                 Y=Yes, N=No

  Printer . . . . . .        *SYSVAL             *SYSVAL, name

  Group profile . . . . . .  _________           Name, F4 for list

  Accounting code . . . . . .  _____________


F3=Exit        F4=List              F5=Refresh
F12=Previous   F24=Display messages
```

8. Use the Enrolling Users Worksheet to fill out the information on this display.

   Note: If you have a user profile of QSECOFR, the *Group profile* prompt is not shown.

9. Press the Enter key and the Change Directory Information display is shown.

```
                     Change Directory Information

User ID/Address . . . . . :  DLUGE    TRVC

Type changes, press Enter.

  Copy from . . . . . .      _______ _______    User ID/Address
                                                F4 for list
  Mailing address . . . . . .  ____________________________________
                               ____________________________________
                               ____________________________________
                               ____________________________________

  Location . . . . . .        ____________________________________

  Telephone numbers . . . . . .  ____________________
                                 ____________________


F3=Exit        F4=List              F5=Refresh
F12=Previous   F24=Display messages
```

10. Use the Enrolling Users Worksheet to fill out the information on this display.

11. Press the Enter key and the Change Distribution List Membership display is shown.

```
                    Change Distribution List Membership

User ID/Address . . . . . :   DLUGE    TRVC

Type choices, press Enter.

  Copy from . . . . . .  _______ _______    User ID/Address
                                            F4 for list
  Position to . . . . . .  _______ _______  Starting character(s)

Type or remove X to change current membership, press Enter.

Membership  -----List ID-----  Description
    _       ACCDSTL  ACCTG     Distribution list for Accounting
    _       DEPT248  DLIST     Members of Department 248
    X       D543     DLIST     Distribution list for Department 543




F3=Exit        F4=List                F5=Refresh
F12=Previous   F24=Display messages
```

12. Use the Enrolling Users Worksheet to fill out the information on this display.

    Note: Distribution lists must be created before you can add individuals to them. If you have not created any distribution lists, skip this display by pressing the Enter key. After you are finished enrolling this user, create the distribution lists that your office will use. For more information on creating distribution lists, see "Creating Distribution Lists" on page 2-25. You can then continue enrolling other users or change the previously enrolled users' information to include the new distribution lists.

13. Press the Enter key and the Add Office User display is shown again.

    If you finished adding users to AS/400 Office, press F3 (Exit) to return to the AS/400 Office menu.

Changing a User's Enrollment

As an administrator, you may need to change a user's enrollment information when that user's needs change. Only an administrator can change another user's enrollment. For example, a user may change jobs and have a different start time or a user may acquire more responsibility and need additional distribution lists to work with.

Users can also change the following enrollment information themselves:

- Directory
- Environment
- Calendar

Note: If you make any changes to your own enrollment information, these changes are not reflected until the next time you enter AS/400 Office.

For more information, see the *Office User's Guide*.

To change a user's enrollment information, do the following:

1. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.
2. The Administration menu is shown. Select option 1 (Create and maintain enrollment) and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file



Selection
     1

F3=Exit   F12=Previous   F24=Display messages
```

The Work with Office Users display is shown.

```
                          Work with Office Users

Position to . . . . . _______ _______      Starting character(s)

Type options, press Enter.
  2=Change     4=Delete

Opt  User ID  Address   Admin  Description
 _   ANDERSON ROCH        _    Anderson, Ben C
 _   BENTLEY  ROCH        _    Bentley, Dan
 _   HANSON   ROCH        _    Hanson, E G
 _   HENKE    DENV        _    Henke, S K
 _   KING     ROCH        _    King, Jean
 _   NENANCY  ROCH        _    Nelson, Nancy E
 _   PETERSON DENV        _    Peterson, R N
 _   ROSE     DENV        _    Nelson, Rose
 _   SJONES   DENV        _    Jones, Sharon
 _   TJA      DENV        _    Ashely, T J
 _   TOM      ROCH        _    Dixon, T F
                                                                    More...

F3=Exit        F5=Refresh            F10=Add office user
F12=Previous   F24=Display messages
```

This display shows a list of all users currently enrolled, sorted by user ID and address.

3. Locate the user ID and address of the user for whom you are changing information. Use the page keys or the *Position to* prompt if a large list of users is shown.

4. Type a **2** (Change) under the *Opt* heading next to the user's ID and address.
5. Press the Enter key and the Enrollment menu is shown.

```
                              Enrollment

Select one of the following:

     1. All of the following options in sequence

     2. Office user information
     3. System information
     4. Enrollment information
     5. Directory information
     6. Environment information
     7. Calendar information
     8. Distribution list membership
     9. Authorization to access codes
    10. Permission to handle mail




Selection
    _1

F3=Exit   F12=Previous   F24=Display messages
```

Note: The Enrollment menu shows different options depending on whether you are changing a direct or indirect user's enrollment.

6. Select option 1 if you want to change all the user's enrollment information in the order the options are listed. If you only want to change specific items, select those items from this menu.
7. Press the Enter key to change the user's enrollment information on the displays that are shown.

Deleting a User's Enrollment

You may need to delete users from the system when they leave your organization or when they are no longer using AS/400 Office. If users are still using the system, but not AS/400 Office, you have to delete their enrollment information and other items such as personal directories and calendars.

Before you delete a user completely from the system, you will need to delete or change ownership of any objects owned by the user to be deleted. Examples of objects you may need to delete or change ownership of are documents, folders, and document lists. You may want to sign on as the user to be deleted or have him sign on and either delete any of these objects or copy them into other folders or to other users.

If you exit AS/400 Office, you can determine what objects a user owns using the Display User Profile (DSPUSRPRF) command. By specifying *OBJOWN in the *Type of Information* prompt, all objects owned by the user are shown.

To change ownership of document library objects (such as documents and folders), use the Change Document Library Object Owner (CHGDLOOWN) command. To

change ownership of other objects, use the Change Object Owner (CHGOBJOWN) command. You cannot change ownership of document lists.

To delete document library objects, use the Delete Document Library Object (DLTDLO) command. To delete document lists, use the Delete Document List (DLTDOCL) command.

To delete a user, do the following:

1. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.
2. The Administration menu is shown. Select option 1 (Create and maintain enrollment) and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file




Selection
     1

F3=Exit   F12=Previous   F24=Display messages
```

The Work with Office Users display is shown.

```
                          Work with Office Users

Position to . . . . . _______ _______      Starting character(s)

Type options, press Enter.
  2=Change     4=Delete

Opt  User ID  Address   Admin  Description
 _   ANDERSON ROCH        _    Anderson, Ben C
 _   BENTLEY  ROCH        _    Bentley, Dan
 _   HANSON   ROCH        _    Hanson, E G
 _   HENKE    DENV        _    Henke, S K
 _   KING     ROCH        _    King, Jean
 _   NENANCY  ROCH        _    Nelson, Nancy E
 _   PETERSON DENV        _    Peterson, R N
 _   ROSE     DENV        _    Nelson, Rose
 _   SJONES   DENV        _    Jones, Sharon
 _   TJA      DENV        _    Ashely, T J
 _   TOM      ROCH        _    Dixon, T F
                                                          More...

F3=Exit        F5=Refresh            F10=Add office user
F12=Previous   F24=Display messages
```

This display shows a list of all users currently enrolled, sorted by user ID and address.

3. Locate the user ID and address of the user you are going to delete from the system. Use the page keys or the *Position to* prompt if a large list of users is shown.
4. Type a **4** (Delete) under the *Opt* heading next to the user's user ID and address.
5. Press the Enter key and the Delete Office User Items display is shown.

```
                          Delete Office User Items

User ID/Address . . . . . :   TJA      DENV

Type options, press Enter.
  4=Delete

Option       Item
  _          Personal directories
  _          Calendars
  _          Calendar groups
  _          Default folder
  _          Current library
  _          Message queue
  _          Mail
  _          Office enrollment record
  _          System directory entries
  _          User profile (deletes user from system)



F3=Exit   F5=Refresh   F12=Previous   F24=Display messages
```

6. Type a **4** (Delete) next to the items you want to delete. If you want to completely remove a user, type a **4** next to everything.

Warning: If this user will continue using the other parts of the system, do not delete the system directory entries or the user profile. You would delete these two items only if the user is no longer using any part of the system.

7. Press the Enter key and the Delete Office User Items display is shown again with a message asking you to confirm that you really want to delete the items you indicated.
8. Press the Enter key.

   If the Work with Office Users display is shown, the items you selected to delete are deleted.

   If the Delete Office User Items display is shown after you press the Enter key, one or more of the items you specified were not deleted.

   To determine which items were not deleted, position your cursor on the message shown at the bottom of the display and press the Page key to look through the messages. When you see a message stating that an item was not deleted, press the Help key to show additional information on what to do.

   Once a user's office enrollment is deleted, you will not be able to access the user's profile or directory entry through AS/400 Office administration. To delete the user's directory entry, use the Work with Directory (WRKDIR) command. To delete the user's user profile, use the Work with User Profiles (WRKUSRPRF) command.

Creating Distribution Lists

A distribution list is a list of directory entries from the system distribution directory. A distribution list simplifies the work of distributing documents or mail items to the same set of users by allowing you to specify the name of the distribution list instead of each individual you intend to distribute the information to. The *Office Planning Guide* explains why you should use distribution lists and the rules that apply to distribution lists.

To create a distribution list, do the following:

1. On the AS/400 Office menu, select option 7 (Directories and distribution lists) and then press the Enter key.
2. The Directories and Distribution Lists display is shown. Select option 3 (Distribution lists) and press the Enter key.

```
                    Directories and Distribution Lists

Select one of the following:

  1. Personal directories
  2. System directory
  3. Distribution lists




Selection
     3

F3=Exit    F12=Previous    F24=Display Messages
```

The Work with Distribution Lists display is shown.

```
                        Work with Distribution Lists

Position to. . . . .  _______  List ID

Type options, press Enter.
  2=Change entries  4=Delete list  5=Display entries  6=Print entries

Opt -----List ID------  Description
 _  ACCDSTL   ACCTG      Distribution list for accounting
 _  DEPT248   DLIST      Members of Department 248




F3=Exit  F5=Refresh  F6=Create new lists  F12=Previous
```

3. Press F6 (Create new lists).

   The Create a New Distribution List display is shown.

```
                    Create a New Distribution List

Type choices, press Enter.

Distribution list:
  List ID . . . . . .  _______
  List ID qualifier . . . . . .  _______
Description . . . . . .  ____________________________________
_______

F3=Exit  F5=Refresh  F12=Previous
```

4. For the *List ID* prompt, type the name of the distribution list. For the *List ID qualifier* prompt, type something that gives meaning to the name of the distribution list, such as ACCT. The qualifier of ACCT could mean that this distribution list is used by the accounting department.

   For the *Description* prompt, type the description for this distribution list.

5. Press the Enter key.

   The Add Distribution List Entries display is shown.

```
                    Add Distribution List Entries

Distribution list:
List ID . . . . . :  D543      PSPECS
Description . . . . . :  PAPER SPECIFICATIONS REVIEWERS IN DEPT 543

Type distribution list ID to copy entries, or type User ID/Addresses to add,
  press Enter.


From list ID. . . . . .  _______  F4 for list
From list ID qualifier. . . . . .  _______

User ID   Address          User ID   Address          User ID   Address
_______   _______          _______   _______          _______   _______
_______   _______          _______   _______          _______   _______
_______   _______          _______   _______          _______   _______
_______   _______          _______   _______          _______   _______
_______   _______          _______   _______          _______   _______
_______   _______          _______   _______          _______   _______
_______   _______          _______   _______          _______   _______
_______   _______          _______   _______          _______   _______
                                                                More...
F3=Exit   F4=List   F5=Refresh   F12=Previous
```

6. Type the entries on the distribution list using one, or a combination of, the following methods:

   - For the *From list ID* and *From list ID qualifier* prompts, type the name of another distribution list that contains entries that you want to add to this distribution list and then press the Enter key. If a correct name is typed, the distribution list is not shown, but all entries in that list are added to this list. If duplicate entries are in the distribution list you select, they will also appear in the new distribution list. If you are not sure of the name of a distribution list or want to see the names of other distribution lists you can select, press F4 (List) with the cursor in the *From list ID* prompt.
   - Press F4 (List) with the cursor in either the *User ID* or *Address* prompt to see a list of everyone (their user IDs and addresses) in the system directory. Using the information on the display, select the ones you want to add to the new distribution list. The entries that you select are shown on the Add Distribution List Entries display.
   - Type the user ID and address for each person you want on the distribution list.

7. Press the Enter key.

   A message is shown at the bottom of the display telling you how many entries were added to your distribution list.

8. Press F3 (Exit) to end.

   The Work with Distribution Lists display is shown.

Chapter 3. Set Up Folders and Documents

AS/400 Office allows you to create and revise documents, print and view documents, and create and maintain the folders where documents are stored.

Before you continue with the rest of this chapter, you should have developed naming conventions for your folders and documents based on the naming guidelines described in the *Office Planning Guide* and have the worksheets you completed using that guide available.

This chapter describes the following:

- Setting up a folder
  - Setting up a folder within a folder
- Creating documents with search criteria
- Searching for documents
- Setting up text profiles
- Setting up merged documents
- Setting up additional spelling dictionaries
- Saving, restoring, and deleting documents and folders

Setting Up a Folder

Before you create any folders, you should decide what types of folders your office will need. Use the Manage Folder and Document Security Worksheet when following the steps to create a folder. This worksheet is designed to contain the information you will need when creating a folder, such as the name, description, text profile, and so on.

If you do not want everyone in your office creating folders, change your user's authorization for the Create Folder (CRTFLR) command to *EXCLUDE. The CRTFLR command is in library QSYS. Use the Grant Object Authority (GRTOBJAUT) and Revoke Object Authority (RVKOBJAUT) commands to control authorizations to the CRTFLR command. For more information on these commands, see the online information.

Any users not authorized to create folders will not see option 1 (Create) on the Work with Folders display.

To create a folder:

1. On the AS/400 Main Menu, select option 2 (Office tasks) and then press the Enter key.

```
MAIN                        AS/400 Main Menu        System: xxxxxxxxxx

Select one of the following:

    1. User tasks
    2. Office tasks
    3. General system tasks
    4. Files, libraries, and folders
    5. Programming
    6. Communications
    7. Define or change the system
    8. Problem handling
    9. Display a menu

   90. Sign off



Selection or command
===>2_____________________________________________________________

F3=Exit     F4=Prompt     F9=Retrieve      F13=User Support
F23=Set initial menu
                                          (C) COPYRIGHT IBM CORP. 1980, 1988.
```

2. The Office Tasks menu is shown. Select option 8 (Folders) and press the Enter key.

```
OFCTSK                      Office Tasks            System:   xxxxxxxx

Select one of the following.

     1. AS/400 Office
     2. Host system tasks for AS/400 PC Support
     3. Decision support
     4. Office security
     5. Display system directory
     6. Work with system directory
     7. Documents
     8. Folders


    70. Related commands



Selection or command
===>8_____________________________________________________________

F3=Exit    F4=Prompt    F9=Retrieve     F12=Previous    F13=User support
F16=System main menu
                                          (C) COPYRIGHT IBM CORP. 1980, 1988.
```

The Folders menu is shown. Select option 1 (Work with folders) and press the Enter key.

```
FOLDER                  Folders
                                                  System: XXXXXXXX
Select one of the following:

     1. Work with folders
     2. Display a folder
     3. Save a folder
     4. Restore a folder

    50. Restore a folder from System/36 format

    70. Related commands




Selection or command
===>_____________________________________________________________
_____________________________________________________________
F3=Exit   F4=Exit   F9=Retrieve   F12=Previous  F13=User support
F16=System main menu
```

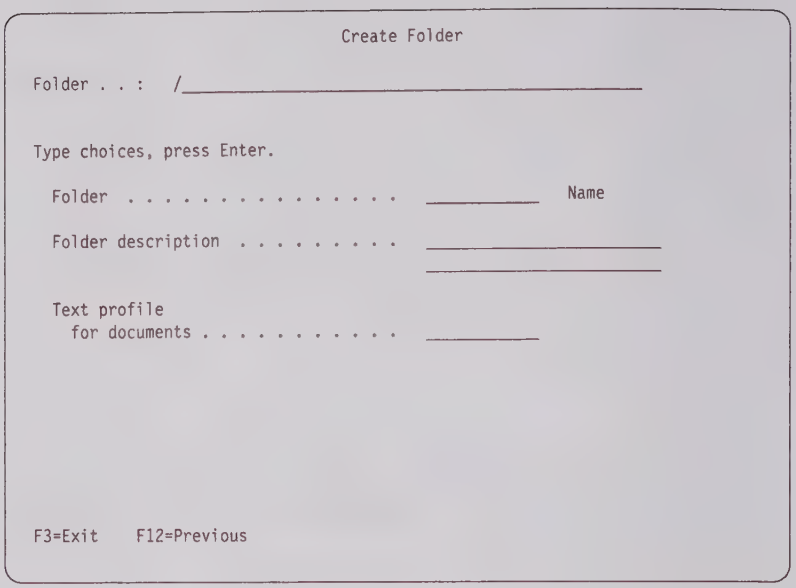
The Work with Folders display is shown with a blank folder path (the slash only) and a list of all the folders on the system that are not contained within folders.

Note: You can also reach this display by entering the Work with Folders (WRKFLR) command.

```
                          Work with Folders

Folder . . .  /_____________________________________________
Position to . . .  __________  Starting character(s)

Type options (and Folder), press Enter.
  1=Create        3=Next level       4=Delete       5=Work with documents
  7=Rename        8=Details         14=Authority

Option   Folder         Description                              Revised
 __      __________
 __      D543           Department 543's Folder                  10/30/87
 __      SEMFLR         Sue McMann's Personal Folder             08/08/87
 __      TELFLR         Telephone Directory Folder               11/12/87
 __      TJPFLR         Tom Patterson's Personal Folder          10/12/87
 __      VACFLR         Vacation Schedule Folder                 09/14/87




F3=Exit                 F5=Goto           F6=Print list         F9=Reset
F11=Display names only  F12=Previous      F13=Previous level
```

3. Type a **1** (Create) for the *Option* prompt and the name specified on the Manage Folder and Document Security Worksheet for the *Folder* prompt (first row only on the list part of the display) and press the Enter key.

   The Create Folder display is shown.


Create Folder
Folder . . : /
Type choices, press Enter.
Folder . . . . . Name
Folder description . . . . . .
Text profile
for documents . . . . . .
F3=Exit F12=Previous

4. Based on the decisions you made on the Manage Folder and Document Security Worksheet, you can type information for the following prompts:
   - *Folder*
   - *Folder description*
   - *Text profile for documents*
5. Press the Enter key and your folder is created.

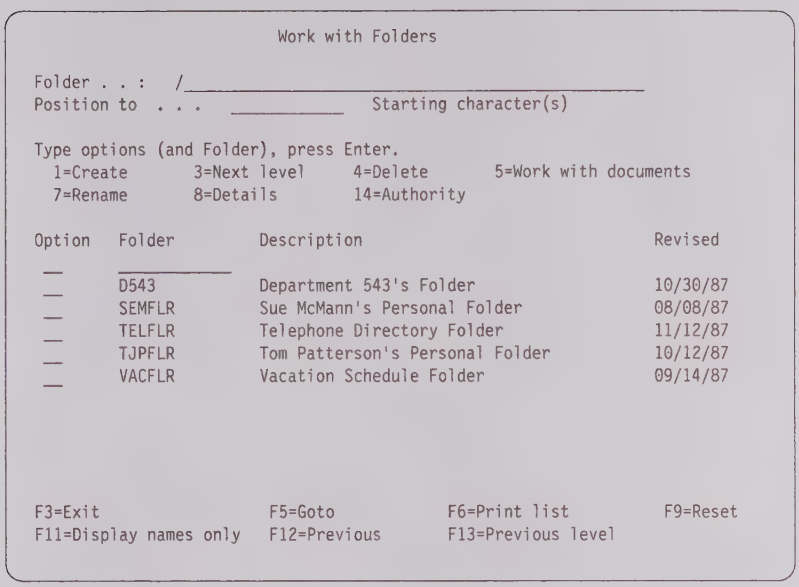
   You are shown the Work with Folders display.
6. You can now create another folder or press F3 (Exit) to end your work.

After you create a folder, you can then set up the authority for the folder if you have security active on your system. For more information on securing a folder, see Chapter 6, "Set Up Office Security."

Setting Up a Folder within a Folder

You can use a folder within a folder to help you better organize your information. Folders can contain other folders, documents, personal computer data, and personal computer application programs.

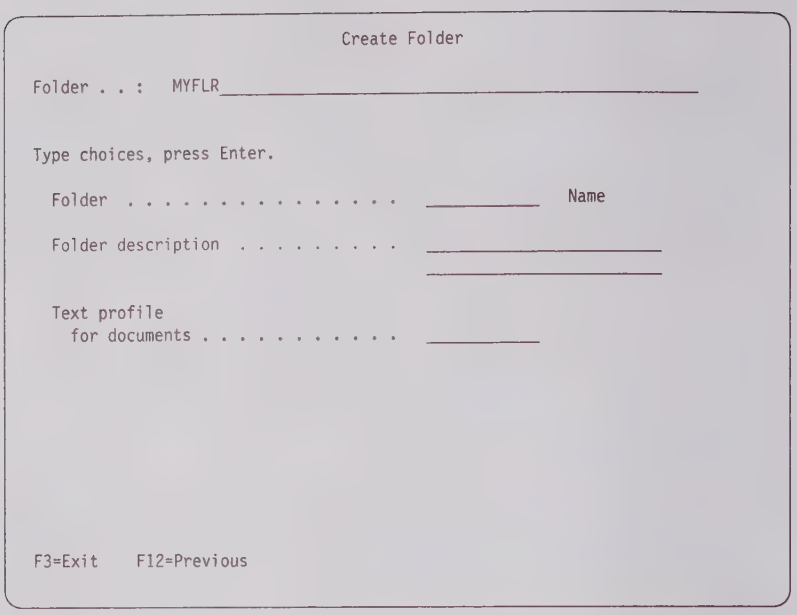
To create a folder within a folder, begin on the Work with Folders display.


Work with Folders
Folder . . : /
Position to . . . Starting character(s)
Type options (and Folder), press Enter.
1=Create 3=Next level 4=Delete 5=Work with documents
7=Rename 8=Details 14=Authority
Option Folder Description Revised
D543 Department 543's Folder 10/30/87
SEMFLR Sue McMann's Personal Folder 08/08/87
TELFLR Telephone Directory Folder 11/12/87
TJPFLR Tom Patterson's Personal Folder 10/12/87
VACFLR Vacation Schedule Folder 09/14/87
F3=Exit F5=Goto F6=Print list F9=Reset
F11=Display names only F12=Previous F13=Previous level

1. To specify the folder or folder path that will contain the folder you are creating, do one of the following:
   - To specify a folder, do one of the following:
     - Type a **3** (Next level) for the *Option* prompt and the name of the folder you want to use for the *Folder* prompt (first row only in the list on the display).
     - Type a **3** (Next level) for the *Option* prompt next to one of the folders in the list.
   - To specify a folder path (rather than a single folder as described earlier), type the folder path for the first *Folder* prompt (at the top of the display).
2. Press the Enter key.

   The Work with Folders display is shown with a list of the folders contained within the folder you selected. You can now create a folder that will be stored within this folder.
3. Type a **1** (Create) for the *Option* prompt and the name specified on the Manage Folder and Document Security Worksheet for the *Folder* prompt (first row only in the list on the display) and press the Enter key.

   The Create Folder display is shown.


Create Folder
Folder . . : MYFLR
Type choices, press Enter.
Folder . . . . . Name
Folder description . . . . . .
Text profile
for documents . . . . . .
F3=Exit F12=Previous

4. Based on the decisions you made on the Manage Folder and Document Security Worksheet, you can type information for the following prompts:
   - *Folder name*
   - *Folder description*
   - *Text profile for documents*
5. Press the Enter key and your folder is created.

   You are shown the Work with Folders display.
6. You can now create another folder or press F3 (Exit) to end your work.

Creating Documents with Search Criteria

In the *Office Planning Guide*, you were shown how you could set up your documents so that you could more easily locate a document or group of documents using some type of search criteria. Use the Manage Document Details Worksheet to help you specify the search criteria for your documents.

To create a document with search criteria, do the following:

1. On the AS/400 Main Menu, select option 2 (Office tasks) and press the Enter key.

```
MAIN                        AS/400 Main Menu        System: xxxxxxxxxx

Select one of the following:

    1. User tasks
    2. Office tasks
    3. General system tasks
    4. Files, libraries, and folders
    5. Programming
    6. Communications
    7. Define or change the system
    8. Problem handling
    9. Display a menu

   90. Sign off


Selection or command
===>2_____________________________________________________________

F3=Exit     F4=Prompt     F9=Retrieve      F13=User Support
F23=Set initial menu
                                          (C) COPYRIGHT IBM CORP. 1980, 1988.
```

The Office Tasks menu is shown.

```
OFCTSK                      Office Tasks            System:   xxxxxxxx

Select one of the following.

     1. AS/400 Office
     2. Host system tasks for AS/400 PC Support
     3. Decision support
     4. Office security
     5. Display system directory
     6. Work with system directory
     7. Documents
     8. Folders

    70. Related commands



Selection or command
===>_____________________________________________________________

 F3=Exit     F4=Prompt    F9=Retrieve             F12=Previous
 F13=User support         F16=System main menu
                                          (C) COPYRIGHT IBM CORP. 1980, 1988.
```

2. Select option 1 (AS/400 Office) and press the Enter key.

   The AS/400 Office menu is shown.

```
                              AS/400 Office
                                                          System:   xxxxxxxx

Select one of the following:
                                                          Time:   12:25PM
     1. Calendars
     2. Mail                                        1988      OCTOBER      1988
     3. Send message                                 S   M   T   W   T   F   S
     4. Send note                                                            1
     5. Documents and folders                        2   3   4   5   6   7   8
     6. Word processing                              9  10  11  12  13  14  15
     7. Directories and distribution lists          16  17  18  19  20  21  22
     8. Decision support                            23  24  25  26  27  28  29
     9. Administration                              30  31

    50. (User option)
    90. Sign off


Selection
     _                  Press ATTN to suspend a selected option.

F3=Exit   F12=Previous   F24=Display messages
                                        (C) COPYRIGHT IBM CORP. 1988
```

3. Select option 6 (Word processing) and press the Enter key.

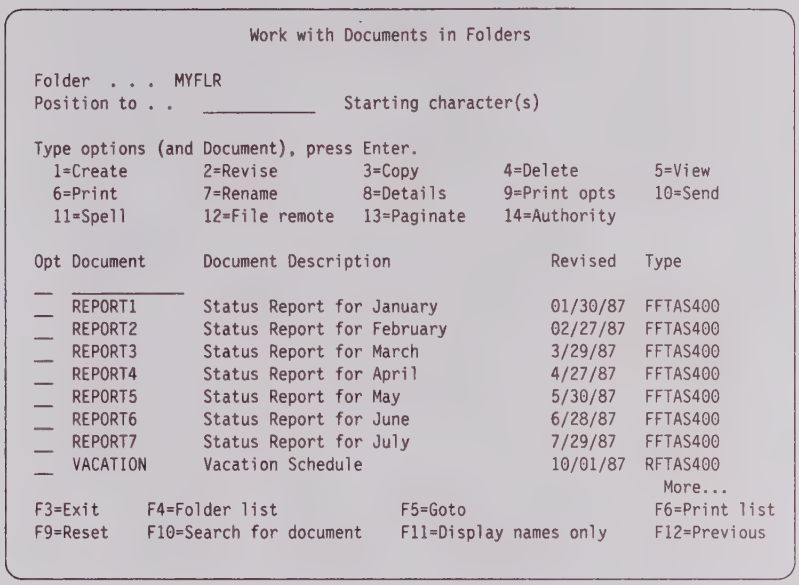
   The Word Processing menu is shown.

```
                            Word Processing

Select one of the following:

     1. Work with documents in folder
     2. Print or view print status of documents
     3. Work with folders
     4. Work with nontext document data
     5. Work with text profiles









Selection
     _

F3=Exit             F12=Previous
```

4. Select option 1 (Work with documents in folder) and press the Enter key.

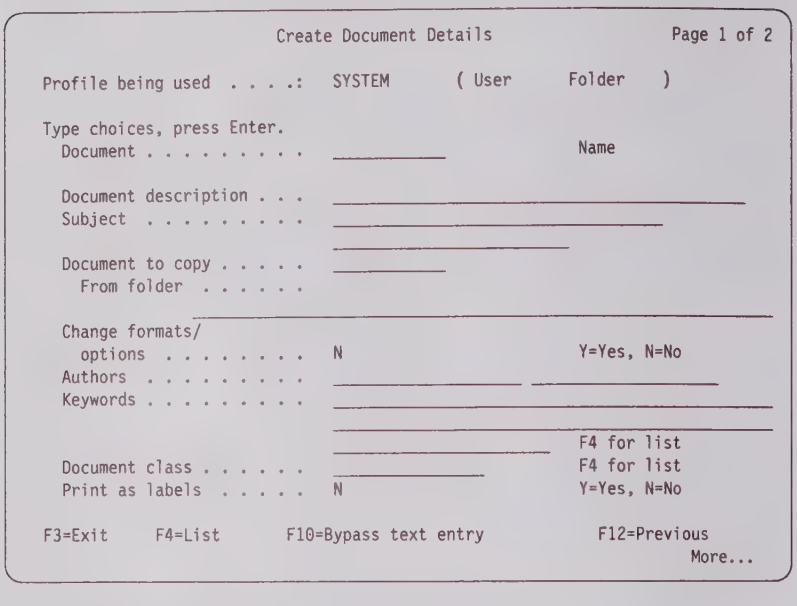
   A message stating that start-up is in progress is displayed briefly, then the Work with Documents in Folders display is shown.

   Note: You can also reach this display by entering the Work with Documents (WRKDOC) command.


Work with Documents in Folders
Folder . . . MYFLR
Position to . . _____ Starting character(s)
Type options (and Document), press Enter.
1=Create 2=Revise 3=Copy 4=Delete 5=View
6=Print 7=Rename 8=Details 9=Print opts 10=Send
11=Spell 12=File remote 13=Paginate 14=Authority
Opt Document Document Description Revised Type
_ _____
_ REPORT1 Status Report for January 01/30/87 FFTAS400
_ REPORT2 Status Report for February 02/27/87 FFTAS400
_ REPORT3 Status Report for March 3/29/87 FFTAS400
_ REPORT4 Status Report for April 4/27/87 FFTAS400
_ REPORT5 Status Report for May 5/30/87 FFTAS400
_ REPORT6 Status Report for June 6/28/87 FFTAS400
_ REPORT7 Status Report for July 7/29/87 FFTAS400
_ VACATION Vacation Schedule 10/01/87 RFTAS400
More...
F3=Exit F4=Folder list F5=Goto F6=Print list
F9=Reset F10=Search for document F11=Display names only F12=Previous

5. Type the name of the folder you want to use for the *Folder* prompt (at the top of the display) if you do not want to use the folder that is automatically shown.
6. Type a **1** (Create) for the *Opt* prompt (left column in middle of display) and a document name for the *Document* prompt, then press the Enter key.

The Create Document Details display is shown.


Create Document Details
Page 1 of 2
Profile being used . . . .: SYSTEM (User Folder)
Type choices, press Enter.
Document . . . . . Name
Document description . . .
Subject . . . . . .
Document to copy . . . . .
From folder . . . . . .
Change formats/
options . . . . . N Y=Yes, N=No
Authors . . . . . .
Keywords . . . . . .
F4 for list
Document class . . . . . F4 for list
Print as labels . . . . . N Y=Yes, N=No
F3=Exit F4=List F10=Bypass text entry F12=Previous
More...

7. Based on the decisions you made in the *Office Planning Guide*, you can type information for such prompts as *Authors, Keywords*, and *Document class*. This information can be used as search criteria when searching for the document at a later date.

   You can press the page keys to see the second page of the Create Document Details displays.

8. If you do not want to start typing the document yet, press F10 (Bypass text entry); otherwise, press the Enter key.

   If you pressed the Enter key, you can begin typing on the Edit display. For more information on typing on the Edit display, see the *Word Processing Learning Guide* and the *Word Processing User's Guide*.

Searching for Documents

After creating documents with search criteria, you are able to search for specific documents either for informational purposes or when you want to store old documents off the system to make more room for new documents.

To search for a document, do the following:

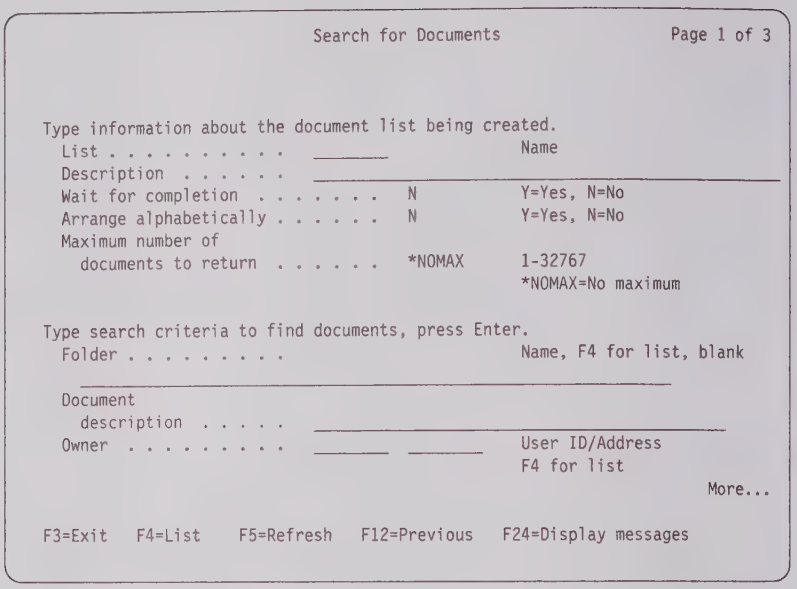
1. On the AS/400 Office menu, select option 5 (Documents and folders) and press the Enter key.

```
                          AS/400 Office
                                                          System:   xxxxxxxx

Select one of the following:
                                                          Time:   12:25PM
     1. Calendars
     2. Mail                                        1988      OCTOBER      1988
     3. Send message                                 S   M   T   W   T   F   S
     4. Send note                                                            1
     5. Documents and folders                        2   3   4   5   6   7   8
     6. Word processing                              9  10  11  12  13  14  15
     7. Directories and distribution lists          16  17  18  19  20  21  22
     8. Decision support                            23  24  25  26  27  28  29
     9. Administration                              30  31

    50. (User option)
    90. Sign off


Selection
      5                 Press ATTN to suspend a selected option.

F3=Exit   F12=Previous   F24=Display messages
                                        (C) COPYRIGHT IBM CORP. 1988
```

2. The Work with Documents and Folders display is shown. Select option 3 (Search for documents) and press the Enter key.

```
                      Work with Documents and Folders

Select one of the following:

     1. Work with documents in folders
     2. Work with folders
     3. Search for documents
     4. Work with document lists
     5. Work with remote status


Selection
     3

Type choices, press Enter.

  Local user to
    work on behalf of . . . . . _______   User ID, F4 for list

  Document library to
    use for search  . . . . . _______   Name, F4 for list

F3=Exit     F4=List     F5=Refresh     F12=Previous   F24=Display messages
```

The Search for Documents display is shown.


Search for Documents
Page 1 of 3
Type information about the document list being created.
List . . . . . _____ Name
Description . . . . . _____
Wait for completion . . . . . N Y=Yes, N=No
Arrange alphabetically . . . . . N Y=Yes, N=No
Maximum number of
documents to return . . . . . *NOMAX 1-32767
*NOMAX=No maximum
Type search criteria to find documents, press Enter.
Folder . . . . . Name, F4 for list, blank
_____
Document
description . . . . . _____
Owner . . . . . _____ _____ User ID/Address
F4 for list
More...
F3=Exit F4=List F5=Refresh F12=Previous F24=Display messages

Note: You may see a slightly different display depending on how you reached this display.

3. You must identify a name for the list of documents that meet the search criteria you specify on the Search for Documents display. Type this name for the *List* prompt and a description for the *Description* prompt. Type the search criteria for one or more of the remaining prompts shown on the Search for Documents displays (there are three displays; use the page keys to move between these displays).

4. Press the Enter key after making your selections.

   If you specified an interactive search (Yes for the *Wait for completion* prompt), a message indicating you have to wait is shown. When the search is complete, the list of documents you are searching for is shown.

   If you specified a batch search (No for the *Wait for completion* prompt), a message indicating the search was submitted is shown and then you are shown the previous screen. To see the list of documents, select option 4 (Work with document lists) on the Work with Documents and Folders display. The list you are searching for will be shown as soon as the search is complete.

Setting Up Text Profiles

When you did your planning for documents, you were shown how you could use text profiles to set standards for the documents you create in your office. If you decided to use text profiles in your office, you need the Text Profile Worksheet and the Print Options Worksheet.

Using Text Profiles

You can use profiles to set the values, called defaults, you want used in the format of each newly-created document. Without using profiles, the changes your users make for documents affect only the document they are working on. If you set up profiles for them, you can store these values so they can be used for any document. You can set up profiles for different types of documents or for individual users.

You can also assign a profile to a folder so that all documents created within the folder will use the same profile. If you have folders within a folder, the documents created within a specific level of folder use that folder's profile. But if that level of folder does not have a profile, the documents will use the SYSTEM or active user profile.

A system-supplied profile (document SYSTEM in folder QPRFFLR) contains commonly-used defaults. You can revise this profile if you have planned to use one profile for your entire office instead of setting up individual profiles.

Note: If you plan to have your users go through the exercises in the *Word Processing Learning Guide* and the *Word Processing User's Guide*, you should not change the defaults in the system-supplied profile.

Unless you set up a profile for your users, the system profile, SYSTEM, is used. You can revise or copy the system profile, but you should not delete or rename it. If you create other text profiles, your users must activate that profile to override the values in the system-supplied profile.

Use your Text Profile Worksheet and Print Options Worksheet to revise the system profile or create new profiles.

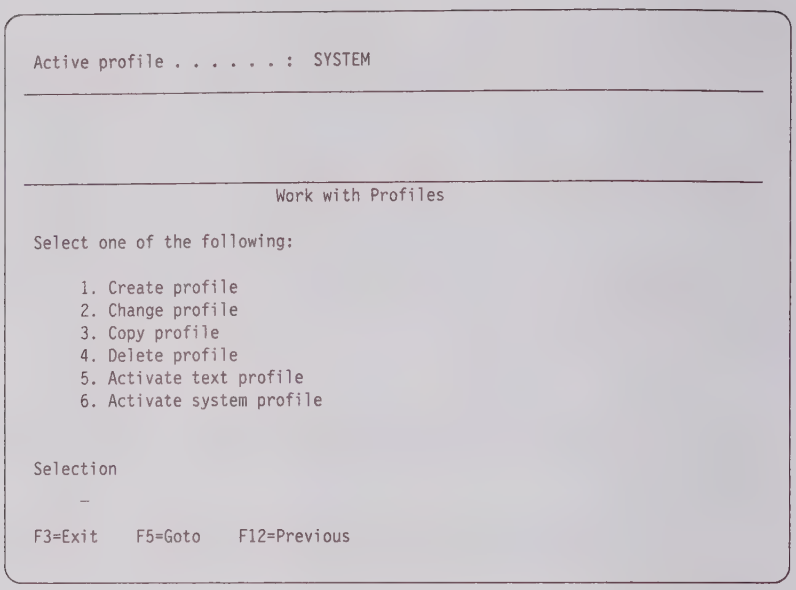
Each profile can contain the following values:

- Document format
- Alternate format
- Edit defaults
- Math format (numeric field editing options)
- Print options
- Spell defaults
- Merge options (to be used with MRGDOC)
- Text month names

To set up a profile or modify the system profile:

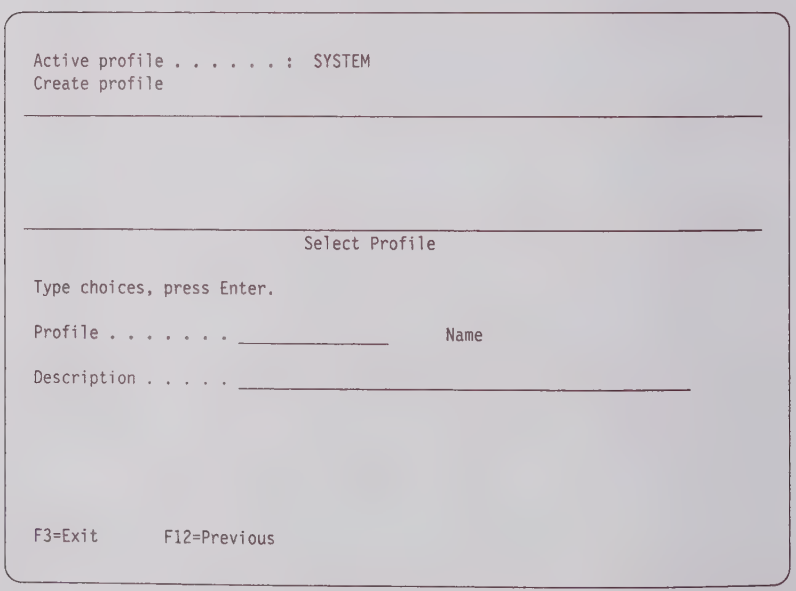
1. Type **WRKTXTPRF** on the command line of any display and press the Enter key.

   The Work with Profiles display is shown.



2. Select option 1 (Create profile) and press the Enter key.

   The Select Profile display is shown.


Active profile . . . . . : SYSTEM
Create profile
Select Profile
Type choices, press Enter.
Profile . . . . . Name
Description . . . . .
F3=Exit F12=Previous

3. Type the name and description of the profile you want to create and press the Enter key.

   The Select Text Defaults display is shown.

```
Active profile . . . . . :  SYSTEM
Create profile
```

```
                          Select Text Defaults

Select one of the following:

     1. Document format
     2. Alternate format
     3. Edit defaults
     4. Math format (numeric field editing)
     5. Print options
     6. Spell defaults
     7. Merge options
     8. Text month names

Selection
     -

F3=Exit              F12=Previous
```

4. Select one of the following items that you want to set up for this profile and press the Enter key.
   - Document format
   - Alternate format
   - Edit defaults
   - Math format (numeric field editing options)
   - Print options
   - Spell defaults
   - Merge options
   - Text month names
5. When the appropriate display is shown, type the values that you have planned for and press the Enter key.

   After you make the changes and press the Enter key, the Select Text Defaults display is shown again.
6. Continue typing your choices for the profile that you have planned for by selecting the appropriate options on the Select Text Defaults display.
7. When you are finished, press the Enter key on the Select Text Defaults display to end.

   The End/Save display is shown.
8. Select option 2 (Save and continue) and press the Enter key.

   The profile is saved and you are shown the Work with Profiles display again where you can create another profile, activate a profile, or do other work with profiles.
9. Press F3 (Exit) to end your work with profiles.

Activating a Profile

When you set up a new profile or revise a profile, it is not used until you activate it. If you want to activate a user's profile, you must sign on the system with that user's ID.

To activate a text profile:

1. Type **WRKTXTPRF** on the command line of any menu display and press the Enter key.

   The Work with Profiles display is shown.

```
Active profile . . . . . :  SYSTEM
_____________________________________________________________________

_____________________________________________________________________
                          Work With Profiles

Select one of the following:

     1. Create profile
     2. Change profile
     3. Copy profile
     4. Delete profile
     5. Activate text profile
     6. Activate system profile

Selection
     _

F3=Exit    F5=Goto    F12=Previous
```

2. Select option 5 (Activate text profile) on the Work with Profiles display.

   The Select Profile display is shown.

```
Active profile . . . . . :  SYSTEM
Activate profile
_____________________________________________________________________

_____________________________________________________________________
                          Select Profile

Type choices, press Enter.

Profile . . . . . _____________      Name, F4 for list

F3=Exit    F4=List    F12=Previous
```

3. Enter the name of the profile to be activated and press the Enter key.

   If you cannot remember the name of the profile you want to activate, move the cursor to the *Profile* prompt and press F4 (List) to see a list of existing profiles.

   After you select the profile and press the Enter key, you are shown the Work with Profiles display. The current active profile is shown on the first line of the status area.

To activate the system profile:

1. Type **WRKTXTPRF** on the command line of any menu display and press the Enter key.

   The Work with Profiles display is shown.

2. Select option 6 (Activate system profile) on the Work with Profiles display and press the Enter key.

The system profile is activated, and you are shown the Work with Profiles display. SYSTEM is shown on the first line of the status area.

Any other active profile is replaced by the system profile, SYSTEM.

Assigning a Profile to a Folder

When you create or describe a folder, you can assign a profile for that folder. The profile you specify will be used for all newly-created documents within this folder, even if you have another active profile assigned to a user. All text profiles are stored as documents in folder QPRFFLR. However, you can override the profile assigned to a folder by typing a document name for the *Document to copy* prompt on the Create Document Details display. When you do this, the copied document will be used as a profile document.

To assign a profile to a new folder:

1. Type **WRKFLR** on the command line of any menu display and press the Enter key.

   The Work with Folders display is shown with a blank folder path (the slash only) and a list of all the folders on the system that are not contained within folders.

```
                          Work with Folders

Folder . . .  /
Position to . . .  __________  Starting character(s)

Type options (and Folder), press Enter.
  1=Create        3=Next level      4=Delete       7=Rename
  8=Details       9=Documents       14=Authority

Option  Folder      Description                              Revised
 __     __________
 __     D543        Department 543's Folder                  10/30/87
 __     SEMFLR      Sue McMann's Personal Folder             08/08/87
 __     TELFLR      Telephone Directory Folder               11/12/87
 __     TJPFLR      Tom Patterson's Personal Folder          10/12/87
 __     VACFLR      Vacation Schedule Folder                 09/14/87

F3=Exit                  F5=Goto           F6=Print list          F9=Reset
F11=Display names only   F12=Previous      F13=Previous level
```

To create a folder that is not within the folder path shown, you must enter the folder path at the top of the display.

2. Type a **1** (Create) for the *Option* prompt and a name for the *Folder* prompt (first row only on the list part of the display) and press the Enter key.

   The Create Folder display is shown.

```
                          Create Folder

Folder . . :  /

Type choices, press Enter.

  Folder . . . . . . . . . . . . . . .  __________  Name

  Folder description . . . . . . . . .  ____________________
                                        ____________________

  Text profile
    for documents . . . . . . . . . . .  __________

F3=Exit                                          F12=Previous
```

3. Specify the folder name for the *Folder* prompt, a description for the *Folder description* prompt, and the text profile that you want to use for each document in this folder for the *Text profile for documents* prompt.
4. Press the Enter key and your folder is created.

   You are shown the Work with Folders display.

5. You can now create another folder or press F3 (Exit) to end your work.

The profile name you typed is used for all newly-created documents within this folder.

To change or remove a profile from an existing folder:

1. Type **WRKFLR** on the command line of any menu display and press the Enter key.

   The Work with Folders display is shown.

```
                          Work with Folders

Folder . . .  /
Position to . . .  __________  Starting character(s)

Type options (and Folder), press Enter.
  1=Create        3=Next level      4=Delete       7=Rename
  8=Details       9=Documents       14=Authority

Option  Folder        Description                              Revised
  __    __________
  __    D543          Department 543's Folder                  10/30/87
  __    SEMFLR        Sue McMann's Personal Folder             08/08/87
  __    TELFLR        Telephone Directory Folder               11/12/87
  __    TJPFLR        Tom Patterson's Personal Folder          10/12/87
  __    VACFLR        Vacation Schedule Folder                 09/14/87




F3=Exit                 F5=Goto           F6=Print list         F9=Reset
F11=Display names only  F12=Previous      F13=Previous level
```

2. Select option 8 (Details), type the name of the folder for which you want to change or remove the profile for the *Folder* prompt, and press the Enter key.

   Note: The folder name you type must be contained within the folder or folder path shown on the top part of the display, unless this folder path is a blank folder path (a slash only) as shown on the previous display.

   The Change Folder Details display is shown.

3. Type in a different profile name (to change it) or leave the *Text profile for documents* prompt blank (to remove it).
4. Press the Enter key.

   The Work with Folders display is shown.

5. Press F3 (Exit) to end your work with folders.

Setting Up Additional Spelling Dictionaries

When you check your documents for spelling errors, you may want to avoid having the system incorrectly marking words, phrases, names, and abbreviations that are common to your office. To do this, you add these terms to a dictionary that is stored on the system.

Several types of dictionaries are available for your use. You can use a user-defined dictionary, the Language Dictionaries, a system-supplemental dictionary, or a user-

supplemental dictionary. A legal and a medical dictionary are also available if you have the Language Dictionaries on your system. For more information on these different types of dictionaries, see the *Office Planning Guide*.

The system supplemental spelling dictionary can be used by anyone on the system. The user supplemental dictionary can be used only by the person who created it. The user-defined dictionary allows you to have a specific language associated with a dictionary. For more information, see the *Word Processing User's Guide*.

Use the Dictionary Worksheet you filled out for a list of all the words you have planned to add to the dictionary.

To set up a user-defined dictionary, you create the source file member first and then create the dictionary using the source file member. A source file member is a member of a data base source file.

Creating the Source File

1. Type **STRSEU** on the command line of any menu display and press F4 (Prompt).

   The Start Source Command display is shown.

2. Type the source file name, library name, and member name on this display.
3. Press the Enter key and an Edit display is shown.
4. Type the words you want in your dictionary on this display. After each word, type a blank.
5. Press F3 (Exit) when you are finished typing the words.

   An Exit display is shown. If you made changes in this source file, option 2 is automatically selected on this display.

6. Press Enter and the changes you made are saved in the source file.

Creating the User-Defined Dictionary

You now have to actually create the dictionary, which will use the source file member you created.

To create the dictionary, type the Create Spelling Aid Dictionary (CRTSPADCT) command on the command line of any menu display and press the Enter key. The following is an example of the CRTSPADCT command.

```
CRTSPADCT DCT(name of the dictionary) SRCFILE(name of source file
you just created) SRCMBR(source file member name) LNGATR (language to
be associated with this dictionary)
```

Additional parameters may be specified with the CRTSPADCT command. For more information, see the online information for this command.

Setting Up Merge Documents

You can set up several different types of merged documents, including the following:

- A paragraph document
- A document with stop codes
- A document that merges data and text
- A document that merges a graphics data file (which includes charts or images)

The following section briefly describes these methods for merging documents. For information on how to actually create these types of documents, see the *Word Processing Learning Guide*.

A **paragraph document** contains a set of stored paragraphs that can be combined in any order to produce a customized document.

A **document with stop codes** allows you to type variable information into a document quickly, without searching through the document for the locations you need.

A **document that merges data and text** contains fields that allow the system to automatically merge variable information into the document. The variable information, such as names and addresses, is stored in data records in a fill-in document, file, or query.

At print time, you can merge **graphics data files** created using the business graphics utility (BGU) or images created and transferred from another system. You simply use the Graphic text instruction (.gr) at the place in the document where you want the chart or image printed.

Before you can merge BGU charts into text documents, you must create graphics data files from the charts you want to merge. This process puts the chart into a format the printer can understand. You must have a printer that supports graphics.

For more information, see the *Word Processing User's Guide*.

Example of Scanning an Image and Merging It into a Document

The following information is an example on how to scan an image using a scanner and then how to merge the image from the scanner into a document.

Before You Scan an Image

1. Install the following:
   - PC/IDU
   - ImagEdit (optional)
   - Image Support (ISF2)
   - 5250 Emulation (optional)
   - AS/400 PC Support
   - AS/400 Office
   - 3812 IPDS Printer
2. Set up a folder that you will use in AS/400 Office.
3. Start the AS/400 PC Support Organizer menu. Make sure the emulator you are using is running.
4. Select the option on the Organizer menu that takes you to the PC DOS session.
5. Set up a directory, which will contain three subdirectories for the following:
   - PC/IDU
   - ISF
   - One or more image data directories

Scan an Image and Store It as an RFT Document

1. Work with the drive where IDU is stored. Type the following:

   ```
   CD\directory name\subdirectory name
   ```

2. To scan an image and store it as an RFT document, type the following:

   ```
   IDURFT C:-directory-subdirectory\document name
   ```

   C: is the drive where IDU is stored.

   directory is the name of the directory where IDU is stored.

   subdirectory is the name of the subdirectory where you want to file your images.

   document name is the name you want to call your RFT document that is created after you scan and file the image.

   The display that contains main options for PC/IDU should appear after entering the previous command.

3. Press F4 (Source option) to start the prompts that will define the image you want to scan.

4. Insert the image you want to scan into the scanner

5. Follow the prompts that are shown on the personal computer. You may accept the defaults, or when you become familiar with the process, you can take the options that best fit the image you are working with.

   You will see the image shown on the screen.

6. Press the Esc key or F10 to get back to the PC/IDU main options.

   You can look at the other main options to see what you can do with the image.

File the Image

To file the image, do the following:

1. Press F8 (File) on the IDU Main Options menu.

   When you are prompted for the file name, you may use the default or give it any unused name you want. The name you give must be 8 characters or less. The name you give will automatically be followed by `.img`. This is a temporary file until you leave IDU at which time it will be put in the document you named earlier.

   Note: Remember the name you give here as you will use it again in some of the following steps.

2. Press the Enter key.

3. Press F10 to quit, which creates a document of the image that can be used like any other document on the AS/400 system.

Prepare the Image for Your Document

Be sure you are working in the C drive before you continue.

1. The document you just created must be copied into your folder. Type the following command:

   ```
   COPY C:/directory/subdirectory/document name.RFT L:/foldername
   ```

   C: is the drive where IDU is stored (same drive as before)

directory: is the name of the directory where IDU is stored (same directory name as before)

subdirectory: is the name of the subdirectory where the image you filed is stored (same subdirectory name as before)

document name: is the name you gave the RFT document when it was scanned.

L: is the virtual drive you have your shared folders assigned to.

folder name: is the name of the shared folder where you want to store your images (can be the same folder as you identified earlier or a different folder that you may want for images only).

Note: The directory, subdirectory, and document name are shown on the display and identified as the file assembled successfully.

2. Press the Enter key.
3. Type EXIT to return to the Organizer menu.
4. Go to the Work with Documents in Folders display.

   Be sure the *Document* prompt is blank, and the *Folder* prompt contains the name of the shared folder where your images are stored.
5. Press the Enter key to get a list of your documents.
6. Find the name of the document you created earlier that has .RFT behind it, type a **2** (Revise) next to it and press the Enter key. This name must be the same name you used for scanning the image earlier in this section.

   Note: The revise function puts the image document into a revisable type (RFTAS400), which is required for you to use the document on the AS/400 system.
7. Press F3 (Exit).
8. Press the Enter key to change the type from RFTDCA to RFTAS400.

   You can now use this image as you would any document. However, if you want to keep the image as a separate document, then complete the next section to merge it into a document of your choice.

Merge the Image into Your Document

To merge the image into your document, create a document of your choice. Put a graphic instruction in the document where you want the image to appear, using the following steps:

1. Move the cursor to the spot in the document where you want the image to appear.
2. Press F9 (Instructions).
3. On the Text Instructions display, select option 24 (Graphic).
4. On the Graphic display, type the name you gave the image when you filed it for the *Graphic* prompt.
5. Select option 2 (Image) for the *Graphic type* prompt.
6. Type the size of the image you want in your document. If smaller than the original image, it will be truncated, not scaled.
7. Press the Enter key. You will get the message, `Graphic not stored.`

8. Press F14 to get the graphic.

   The Get Graphic display is shown.

9. Specify only the folder name and then position your cursor to the *Document* or *Graphic* prompt and press F4 (List) to get a list of document object names.

10. Select the image you want that has an .RFT behind it by moving the cursor to it and typing a **1**, then press the Enter key. This will be the name you specified earlier.

11. The Graphic display returns with document name and graphic name filled in.

12. Press the Enter key.

    You then get the message `Graphic copied successfully.`

13. Press the Enter key.

    The document Edit display returns with the graphic instruction inserted where the cursor was located when you left this display earlier.

14. Include any other text, or edit the document as you want.

15. Press F3 (Exit) and then the Enter key to save the document.

Print the document you just created and you should have the image printed in the location you specified.

Creating a Shell Document for Notes

As the system administrator, you may want to change the format of the sample shell document for notes, which is named QNOTE in the folder QWPDOCS. This shell document is automatically used when a user sends a note. If you want your users to have a different format than the one used by this sample, you can change the format used by creating another shell document.

Creating a Shell Document for Notes

To create a shell document for notes, do the following:

1. On the Work with Documents in Folders display, select option 1 (Create) and specify a name for the *Document* prompt.

2. Press the Enter key and the Create Document Details display is shown.

3. Specify QNOTE for the *Document to copy* prompt and QWPDOCS for the *From folder* prompt.

4. Press the Enter key and a sample note is shown on the Edit display.

   On the Edit display, you can delete or move the existing fields. Do not move or delete the stop code.

5. Once you have made your changes, press F3 (Exit) and the End a Document display is shown.

   Because this is a document to use when sending notes, make sure you specify not to print the document.

6. Press the Enter key and the Work with Documents in Folders display is shown.

Changing the Defaults

After you have copied and changed the sample note into another document, you must specify this new document as the default for sending notes.

To change the default for notes, do the following:

1. On the AS/400 Office menu, select option 4 (Send note).
2. Press the Enter key and the Send a Note display is shown.
3. Press F13 (Change defaults) and the Change Defaults display is shown.
4. On this display, specify the name of the shell document you created for the *Shell document* prompt and the folder it is contained in for the *Shell folder* prompt.
5. If you want to use this shell document only for this note, press the Enter key. If you want to use this shell document for all of your future notes, press F17 (Save defaults). The Send a Note display is shown.
6. When you press F6 (Type note) on the Send a Note display, the shell document you specified is shown on the Edit display for notes.

For more information on how to send a note, see the *Office User's Guide*.

Saving, Restoring, and Deleting Documents and Folders

To use disk space efficiently, you can save and restore documents and folders to and from tape, diskette, or save files on the system, or you can delete documents and folders that you are no longer using. This allows you to free disk space for additional documents and folders that you are currently working on.

To save, restore, and delete documents and folders, use the following commands:

- SAVDLO (Save Document Library Object)
- RSTDLO (Restore Document Library Object)
- DLTDLO (Delete Document Library Object)

Before you can use these commands, you must be authorized to these commands, plus one of the following must be true:

- You have special authority *SAVSYS specified in your user profile by the SPCAUT or *ALLOBJ parameter on the Create User Profile (CRTUSRPRF) command (does not apply to DLTDLO).
- You have *ALL authority to each document or folder you are saving.

For more information on these commands and authorizations, see the manual, *Security Concepts and Planning*.

Marking Documents for Offline Storage

You can mark documents for offline storage by selecting an option for the *Mark for offline storage* prompt on the Change Document Details display or the Create Document Details display.

The options you can select from are:

- 1 (Do not mark) if you do not want the document marked for offline storage.

- 2 (Mark and keep) to mark the document for offline storage and keep both the document and the document details. After you save the document, the text in the document and the document details remain in the folder.
- 3 (Mark and delete document content) to mark the document for offline storage and delete the document text. After you save the document, the text in the document is removed from the folder, but the document details remain in the folder.
- 4 (Mark and delete document) to mark the document for offline storage and delete the document and document details. After you save the document, the text in the document and the document details are removed from the folder.

When you use the SAVDLO command, you must specify CHKFORMRK(*YES) in order to save your marked documents.

Saving Documents and Folders

Before you save documents and folders off the system (on diskette or tape) or on the system (save files), use the Save Documents and Folders Worksheet from the *Office Planning Guide* to help you keep track of these documents and folders.

Examples of the SAVDLO Command

The following examples are some possible uses of the Save Document Library Object (SAVDLO) command.

- **SAVDLO DLO(A) DEV(Device name) FLR(X)**

  This command would save document A within folder X.

  Note: DEV is where you would specify the diskette device name, the tape device name, or *SAVF.

- **SAVDLO DLO(*ALL) DEV(Device Name) FLR('X/Z')**

  This command would save all folders and documents within folder Z (which is within folder X). In other words, this would save all folders and documents within the X/Z folder-within-a-folder structure.

- **SAVDLO DLO(*ALL) DEV(Device Name) FLR(*ANY)**

  This command would save all folders and documents on the system. You must have SAVSYS or all object authority to use the SAVDLO command this way.

- **SAVDLO DLO(*ALL) DEV(Device Name) FLR(*NONE)**

  This command would save all documents that are not stored within folders on the system.

- **SAVDLO DLO(*SEARCH) DEV(Device Name) OWNER(XYZ)**

  This command would save all documents owned by XYZ.

Note: You can use the document class (DOCCLS) parameter on the Save Document Library Object (SAVDLO) or Delete Document Library Object (DLTDLO) command to save or delete a specific class of documents.

For more information on the SAVDLO command, see the online information for this command or the *Backup and Recovery Guide*.

Deleting Documents and Folders

The SAVDLO command also allows you to free storage using the storage (STG) parameter in the following ways:

- STG(*DELETE) allows you to delete the entire document and document descriptor. A document descriptor is an internal description of the document.
- STG(*FREE) allows you to free storage by deleting only the document (not the document descriptor).
- STG(*KEEP) allows you to keep both the document and document descriptor in storage.

Note: If you are saving documents that have been marked for offline storage without specifying CHKFORMRK(*YES) in the SAVDLO command, only STG(*KEEP) is allowed and STG(*DELETE) and STG(*FREE) are ignored for those documents that are marked. When marked documents are saved with CHKFORMRK(*NO), the STG parameter is ignored for the marked documents and they are still marked after the save.

You can also delete a document or folder using the DLTDLO command. The DLTDLO command allows a user to delete a single document or folder, multiple documents (300 maximum) or folders, all documents or folders, or all documents based upon search criteria specified in the document descriptor.

To delete a document, do one of the following:

- Use the delete option from the Work with Documents in Folders display.
- Type **DLTDLO DLO(DEPTNM) FLR(D543)**

To delete a folder, do one of the following:

- Use the delete option from the Work with Folders display.
- Type **DLTDLO DLO(*ALL) FLR(D543)**

To delete all the documents and folders owned by XYZ, type: **DLTDLO DLO(*SEARCH) OWNER(XYZ) CRTDATE((*AVAIL *BEGIN))**

Restoring Documents and Folders

To restore documents and folders, you use the Restore Document Library Object (RSTDLO) command. Each time you use the RSTDLO command, all documents and folders specified in the command are restored from the same file on diskette or tape or the same online save file.

Examples of the RSTDLO Command

The following examples are some possible uses of the Restore Document Library Object (RSTDLO) command and what it does.

- **RSTDLO DLO(A) DEV(Device Name) SAVFLR(X)**

  This command would restore document A from within folder X to folder X.

  Note: DEV is where you would specify the diskette device name, the tape device name, or *SAVF.

- **RSTDLO DLO(*ALL) DEV(Device Name) SAVFLR(A)**

This command would restore all of folder A (including folders within folder A). If folder A was on the system when you specified the RSTDLO command and new documents had been added to this folder, the new documents are merged in with the old documents from the restored folder A.

- `RSTDLO DLO(A,B,C,D) DEV(Device Name) SAVFLR('X/Y') RSTFLR(P/Q)`

  This command would restore documents A, B, C, and D from folder X/Y into a new folder named P/Q.

- `RSTDLO DLO(A,B,C,D) DEV(Device Name) SAVFLR('X/Y') NEWDLO(*NEW)`

  This command would restore documents A, B, C, and D from folder X/Y to folder X/Y, even if the documents on the system had been renamed.

For more information on the RSTDLO command, see the online information for this command or the *Backup and Recovery Guide*.

Reclaiming Documents and Folders

When working with documents and folders, you may need the Reclaim Document Library Object (RCLDLO) command to recover your documents and folders when there are problems with the documents and folders. For example, there may be some internal errors in the document or folder. In this case, you must reclaim the document or folder before you can use it.

For more information on this command, see the online information for the RCLDLO command.

Chapter 4. Set Up and Control Printers

Your office users can use and control printers using the system or AS/400 Office. Using printers through the system allows you to use more function; using printers through AS/400 Office allows you to be productive quickly.

The *Office Planning Guide* explains the concepts and planning information necessary to use printers effectively.

This chapter describes the following:

- Setting up printers
- Printing a document
- Controlling printers through AS/400 Office
- Controlling printers through the system
- Using printers

Setting Up Printers

Before a printer can be used with the AS/400 system, it must be physically attached to the system and then defined within the system. For more information on setting up printers, see the *Planning Guide – 9406*.

Printing a Document

When you request to print a document, you must specify the name of the document, the printer ID of the printer you want to use, and the output queue. To find the name that a printer is assigned within the system, use the Work with Writer (WRKWTR) command. For more information on this command, see the online information.

Controlling Printers through AS/400 Office

Printing a document involves a lot of system interaction. Using the AS/400 Office word processing Print Options displays, you can specify to process and print a document from the job queue. Your document is processed after jobs already on the job queue are processed; printed output is then sent to the output queue. The job queue is where jobs wait to be processed; the output queue is where jobs wait to be printed. Unless you specify otherwise, a document sent from AS/400 Office is automatically submitted to the job queue.

For example, you might choose to process from the job queue a document that is part of a large mass mailing. If the document will be merged with customer names and addresses contained in a large master file, the system might require a considerable amount of time to process the document. Submitting the job to the job queue frees your display station for other work.

You can also use the Print Options display to delay the printing of a document once it is sent to the output queue; the printed output is held in the output queue and is not immediately printed. You can later release or delete the printed output.

Delaying printed output is a convenient way for you to prevent a document from printing until you or the printer is ready. For example, you might choose to delay the printing of a large document until after the printer has completed more important documents. Or you might delay a document until you have loaded any special forms that it might require.

In combination, the AS/400 Office documents waiting to be printed (print queue) and waiting to be processed (job queue) are shown on the Work with Documents to Be Printed display. You can work with documents on the output queue without leaving AS/400 Office. The Work with Documents to Be Printed display allows you to change, hold, delete, or release jobs in the print queue; delete documents on the job queue; and hold, delete, or release jobs on the job queue.

```
                    Work With Documents To Be Printed

Output displayed .:  ____________________
Type options, press Enter.
  2=Change  3=Hold   4=Delete  6=Release
                                                Printer
Opt Pos User       Document      Status         or Queue   Form        Pages  Wrt
 _    1 MAK        NEWDOC        PRINT WAIT     P3         0001          25
 _    2 RRS        MEMO1223.FFT  PRINT HELD     P2         0002          52
 _    3 MAK        USERDOC       PRINT WAIT     P3         0001          25
 _    4 RRS        MEMO1224.FFT  PRINT HELD     P2         0002          52
 _    5 NNN        LETTER1       PRINT WAIT     P2         0001          12
 _    6 NNN        LETTER2       PRINT WAIT     P2         0001           1
 _    7 NNN        LETTER3       PRINT WAIT     P2         0001           1
 _    8 ABC        LETTER1       PRINT WAIT     P2         0001          12
 _    9 ABC        LETTER2       PRINT WAIT     P2         0001           1
 _   10 ABC        LETTER3       PRINT WAIT     P2         0001           1
 _   11 123        LETTERA       PRINT WAIT     P2         0001           1
 _   12 ESE        DOCDECT       JOBQ WAIT      P4         0001
 _   13 RPT        REPORT01      JOBQ WAIT      P4         0001
 _   14 RPT        REPORT02      JOBQ HELD      P4         0001
                                                                       Bottom
F3=Exit       F5=Goto                  F6=Perform options on several documents
F9=Reset      F10=Subsetting options   F11=More options     F12=Previous
```

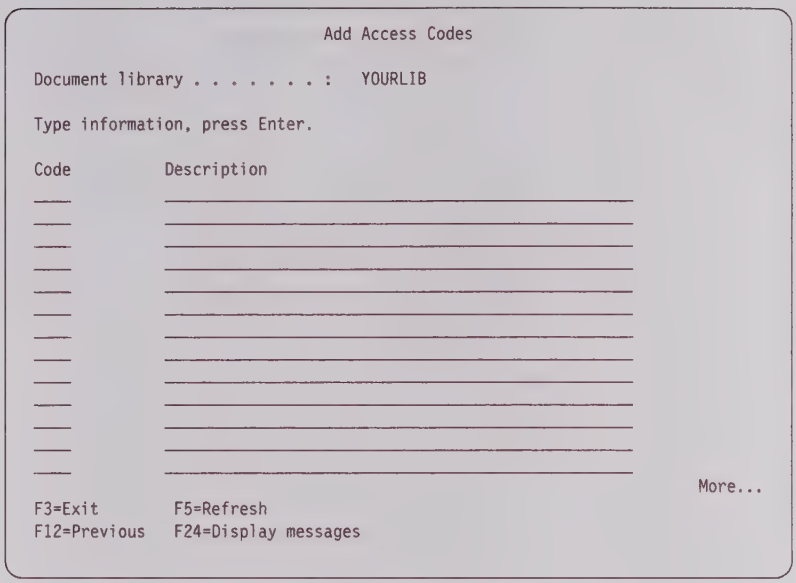
Displaying Jobs and Documents on the Print Queue

The AS/400 Office print queue is shown using the Work with Documents to Be Printed display. This display is shown in the following ways:

- By pressing F5 (Goto) on the Work with Documents in Folders display, then selecting option 2 on the Go To Another List display
- By pressing F6 (Print queue) on the End a Document display
- By pressing F6 (Print queue) on any of the Print Options displays
- By entering the Work with Documents to Be Printed (WRKDOCPRTQ) command on the command line of any menu

The Work with Documents to Be Printed display shows all documents that are waiting to print, including those print jobs that were placed on the AS/400 job queue. Those print jobs that are currently on the job queue can be identified by the keyword JOBQ which appears in the STATUS field.

You can customize the amount of information shown on the Work with Documents to Be Printed display by pressing F10 (Subsetting options). When you press F10, you are shown the following display:



6. Type the new access codes under the heading *Code* and the descriptions of the new access codes under the heading *Description*.

   Each access code must be a unique number between 1 and 2047 and must contain a description.

7. Press the Enter key and the new access codes are added and you are shown the Work with Access Codes display.

Deleting Access Codes

When some access codes are no longer needed, you can delete them from the library descriptions file. Deleting these access codes does not delete any kind of authorities. See "Working with Access Codes" on page 6-16 for information on deleting access codes with associated authorities. To delete access codes, do the following:

1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                              AS/400 Office
                                                          System:   xxxxxxxx
Select one of the following:
                                                          Time:   12:25PM
     1. Calendars
     2. Mail                                      1988      OCTOBER      1988
     3. Send message                               S   M   T   W   T   F   S
     4. Send note                                                          1
     5. Documents and folders                      2   3   4   5   6   7   8
     6. Word processing                            9  10  11  12  13  14  15
     7. Directories and distribution lists        16  17  18  19  20  21  22
     8. Decision support                          23  24  25  26  27  28  29
     9. Administration                            30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit   F12=Previous   F24=Display messages
                                        (C) Copyright IBM Corp. 1988
```

2. The Administration menu is shown. Select option 6 (Work with library descriptions file) on the Administration menu and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file



Selection
     6

F3=Exit   F12=Previous   F24=Display messages
```

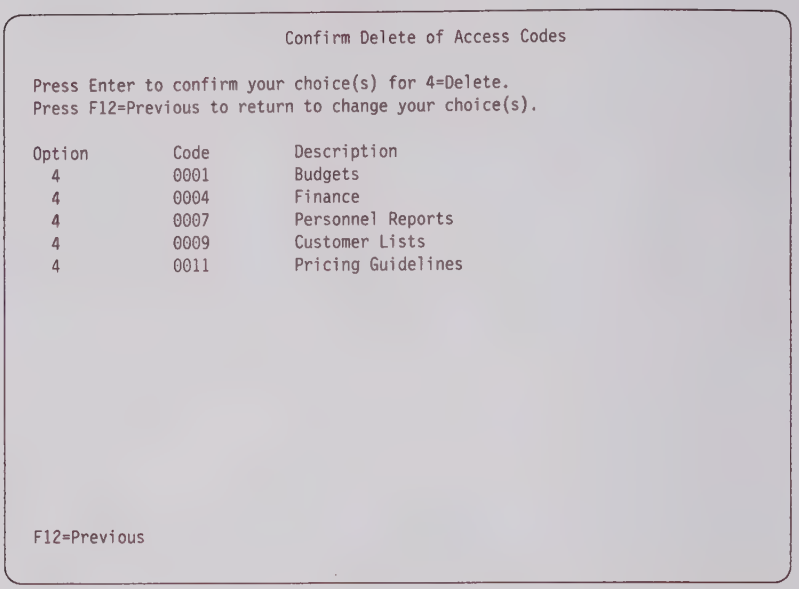
The Work with Library Descriptions File display is shown.

```
                    Work with Library Descriptions File

Type information, press Enter.

  Document library . . . .    YOURLIB       F4 for list

  Library description
    type . . . . . .  . .     _             1=Keyword
                                            2=Document class
                                            3=Access code

F3=Exit        F4=List                F5=Refresh
F12=Previous   F24=Display messages
```

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of the document library for the *Document library* prompt. Specify option 3 (Access code) for the *Library description type* prompt.
4. Press the Enter key and the Work with Access Codes display is shown.

```
                          Work with Access Codes

Document library . . . . . :   YOURLIB

Position to . . . . . .  . .   ___       Access code

Type options, press Enter.
  2=Change description   4=Delete   6=Print

Option         Code         Description
  _            0001         Budgets
  _            0002         Department Staffing Requirements
  _            0003         Payroll
  _            0004         Finance
  _            0005         Accounting
  _            0006         Status Reports
  _            0007         Personnel
  _            0008         Project Reports
  _            0009         Customer List
                                                                    More...

F3=Exit          F5=Refresh       F10=Add access codes   F12=Previous
F15=Print list   F16=Delete all   F24=Display messages
```

5. Roll through the list using the page keys or the position to prompt and type a **4** (Delete) next to the access codes you want to delete from the library descriptions file.
6. Press the Enter key and the Confirm Delete of Access Codes display is shown.


Confirm Delete of Access Codes
Press Enter to confirm your choice(s) for 4=Delete.
Press F12=Previous to return to change your choice(s).
Option Code Description
4 0001 Budgets
4 0004 Finance
4 0007 Personnel Reports
4 0009 Customer Lists
4 0011 Pricing Guidelines
F12=Previous

If you do not want to delete these access codes, press F12 (Previous).

7. Press the Enter key to delete the access codes shown on the Confirm Delete of Access Codes display.

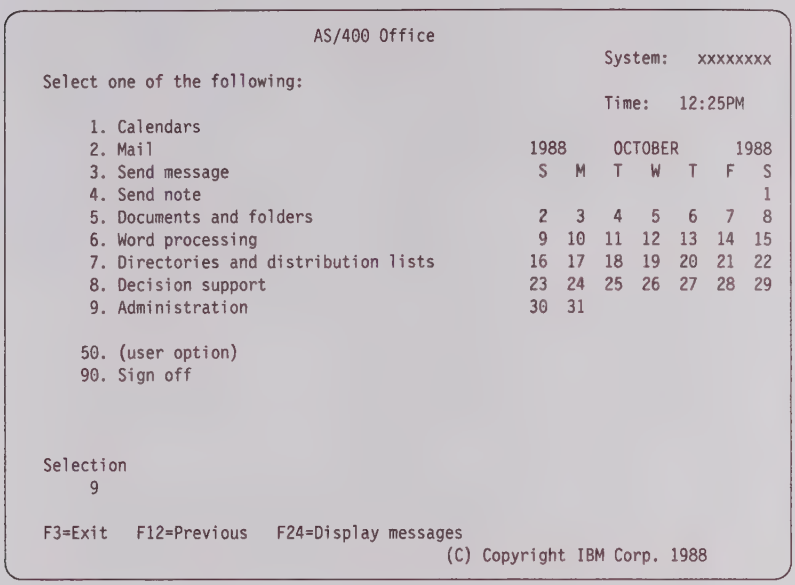
   The Work with Access Codes display is shown.

8. Press F12 (Previous) and you are shown the Work with Library Descriptions File display.

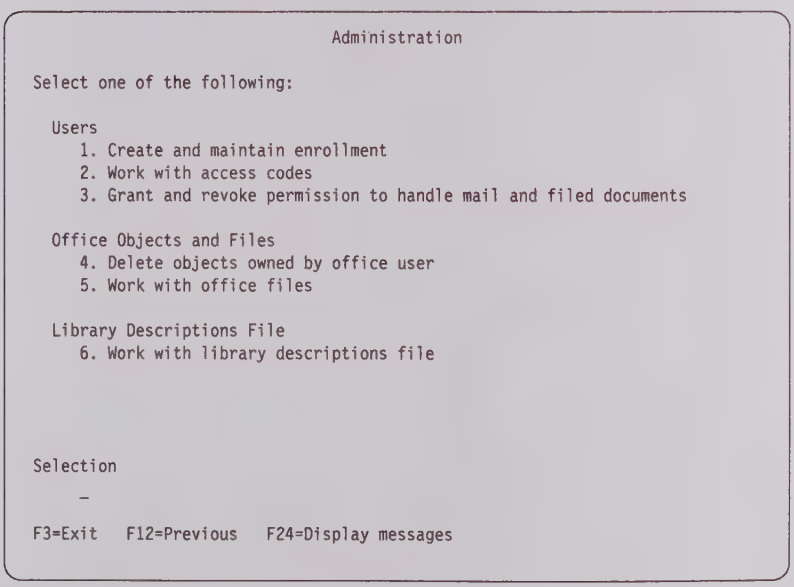
Changing the Description of an Access Code

When some access codes descriptions are no longer meaningful, you should change them. To change the description of an access code, do the following:

1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.



2. The Administration menu is shown. Select option 6 (Work with library descriptions file) on the Administration menu and press the Enter key.


Administration
Select one of the following:
Users
1. Create and maintain enrollment
2. Work with access codes
3. Grant and revoke permission to handle mail and filed documents
Office Objects and Files
4. Delete objects owned by office user
5. Work with office files
Library Descriptions File
6. Work with library descriptions file
Selection
F3=Exit F12=Previous F24=Display messages

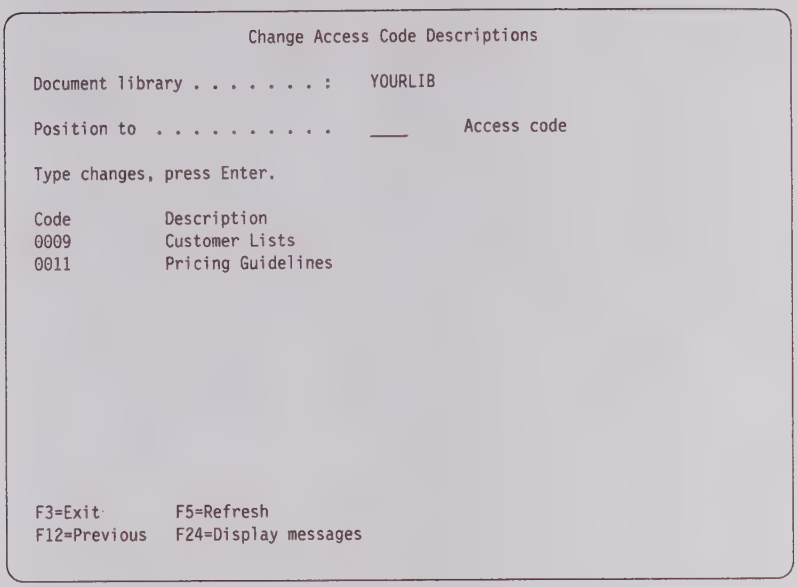
The Work with Library Descriptions File display is shown.

```
                    Work with Library Descriptions File

Type information, press Enter.

  Document library . . . .    YOURLIB       F4 for list

  Library description
    type . . . . . .  . .     _             1=Keyword
                                            2=Document class
                                            3=Access code

F3=Exit         F4=List                 F5=Refresh
F12=Previous    F24=Display messages
```

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of the document library for the *Document library* prompt. Specify option 3 (Access code) for the *Library description type* prompt.
4. Press the Enter key and the Work with Access Codes display is shown.

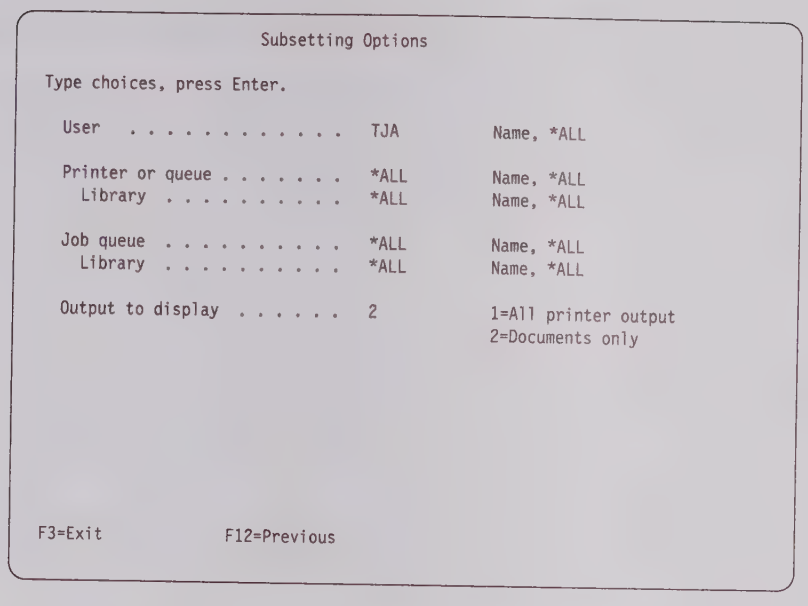
```
                          Work with Access Codes

Document library . . . . . :   YOURLIB

Position to . . . . . .  . .   ____       Access code

Type options, press Enter.
  2=Change description   4=Delete   6=Print

Option          Code          Description
  _             0001          Budgets
  _             0002          Department Staffing Requirements
  _             0003          Payroll
  _             0004          Finance
  _             0005          Accounting
  _             0006          Status Reports
  _             0007          Personnel
  _             0008          Project Reports
  _             0009          Customer List
                                                                    More...

F3=Exit          F5=Refresh       F10=Add access codes   F12=Previous
F15=Print list   F16=Delete all   F24=Display messages
```

5. Roll through the list using the page keys or position to prompt and type a **2** (Change, description) next to the access codes you want to change.
6. Press the Enter key and the Change Access Code Descriptions display is shown.


Change Access Code Descriptions
Document library . . . . . : YOURLIB
Position to . . . . . ___ Access code
Type changes, press Enter.
Code Description
0009 Customer Lists
0011 Pricing Guidelines
F3=Exit F5=Refresh
F12=Previous F24=Display messages

Type the new description over the existing one on this display.

7. Press the Enter key to change the descriptions and the Work with Access Codes display is shown.
8. Press F12 (Previous) and you are shown the Work with Library Descriptions File display.


Subsetting Options
Type choices, press Enter.
User . . . . . TJA Name, *ALL
Printer or queue . . . . . *ALL Name, *ALL
Library . . . . . *ALL Name, *ALL
Job queue . . . . . *ALL Name, *ALL
Library . . . . . *ALL Name, *ALL
Output to display . . . . . 2 1=All printer output
2=Documents only
F3=Exit F12=Previous

The Subsetting Options display allows you to specify any combination of user, printer, or output queue and library, and job queue and library to use to search for the items that are shown in the list on the Work with Documents to Be Printed display.

If you enter values for more than one of the prompts on the Subsetting Options display, only the print jobs that satisfy all of the criteria entered will be shown.

Note: If your system has many users, you should specify a specific user, printer, or queue (not *ALL), which allows the system to show you the information in less time.

Controlling Jobs and Documents on the Print Queue

The following print tasks can be performed from the Work with Documents to Be Printed display:

- **To change a print job that is on the print queue,** type a **2** next to the print job(s) you want to change. Press the Enter key. The Change Options display will appear. If you typed a **2** (Change) for more than one print job, the Change Options display is shown for each print job you want to change.

  Using the Change Options display, you can change any or all of the following items about that print job:
  - Form type
  - Printer ID
  - Number of copies
  - Output queue and library
  - Start printing value

Notes:

1. Print jobs already on the job queue (the STATUS field shows JOBQ) cannot be changed.
2. Do not change the printer ID to that of a different type of printer, because successful conversion into printed format depends on the printer type.
3. If you are printing a document with several pages, or if you are printing several copies of the same document using data/text merge, changing the start printing value to a **3** (immediately) allows printing to begin immediately, even though the document has not completed processing on the job queue. If the defer status is not changed, the default is 1 (Yes), which means all pages must be processed before printing can begin.

- **To hold a print job that is on the print queue,** type a **3** next to the print job(s) you want to hold. Press the Enter key. If you are authorized to print the job, it is held and will not print until it is released.
- **To delete a print job that is on the print queue,** type a **4** next to the print job(s) you want to delete. Press the Enter key. If you are authorized to print the job, it is deleted.
- **To release a print job that is held on the print queue,** type a **6** next to the print job(s) you want to release. Press the Enter key. If you are authorized to print the job, it is released and will eventually be printed.

To hold, delete, or release several documents at one time, press F6 (Perform options on several documents) on the Work with Documents to Be Printed display. The following display appears:

```
                    Perform Options On Several Documents

Type choices, press Enter.

  Option to perform . . . . . _           3=Hold, 4=Delete, 6=Release

Perform option on group of documents with the following:


  User  . . . . . .  TJA          Name, *ALL

  Forms type  . . . . . .  *ALL          Number, *ALL

  Printer or queue  . . . . . .  *ALL          Name, *ALL
    Library . . . . . .  *ALL          Name, *ALL

  Job queue . . . . . .  *ALL          Name, *ALL
    Library . . . . . .  *ALL          Name, *ALL



F3=Exit         F12=Previous
```

The Perform Options on Several Documents display allows you to hold, delete, or release a group of documents that have the same user, forms type, printer or queue, job queue, or any combination of these characteristics.

Controlling Printers through the System

Printing and controlling the printed output through the system is essential if you are to have your documents printed and ready for presentations or distribution.

You control printing by controlling the way the system handles:

- Jobs
- Spooled output files
- Output queues
- Writers and messages associated with printers

The processing of jobs may cause output that should be printed. This output is stored in **spooled output files** (also called **spooled files**) until it can be printed. There can be multiple spooled output files for a job.

When a spooled output file is created, it is placed on an **output queue**. Each output queue contains an ordered list of spooled output files. A single output queue may have spooled output files for several different jobs and, in some cases, a single job may have spooled files on more than one output queue.

By default, each printer device has an output queue associated with it. The printer device and the output queue have the same name.

The spooled output files that are placed on a particular output queue remain stored on the system until a **print writer** is started. A print writer is a system program that sends spooled output files from an output queue to a printer device for printing. To get to a writer display, enter the Work with Writers (WRKWTR) command.

For more information on controlling printers, see the *Operator's Guide*.

Determining Queue Status

On occasion, you may need to determine what jobs are on a job queue or what files are on an output queue, or if a particular job is on a particular queue. To find out, you request the job queue and output queue displays.

The job queue displays allow you to determine the overall status of all job queues or a particular job queue. From the display of all job queues, you can show a specific job queue, hold a job queue, or release a job queue.

To get to a job queue display, enter the Work with Job Queue (WRKJOBQ) command.

The output queue displays allow you to determine the overall status of all output queues or a particular output queue. From an output queue display, you can show a specific queue, hold an output queue, or release an output queue.

To get to an output queue display, enter the Work with Output Queue (WRKOUTQ) command.

For more information on these commands, see the online information.

Using Printers

When you use printers, you should understand how the different functions of each type of printer work.

Lines Per Inch

For most printers, the lines per inch is defined by programming; however, for the 5256 and 5262 Printers, the lines per inch setting is not programmable and must be set manually. On the 5256, when the lines per inch of a print file changes from that of the previous file, an inquiry message requesting you to change the lines per inch setting is sent to the message queue associated with the printer. You must manually set the lines per inch switch on the 5256 Printer before replying to the inquiry message.

The 4214, 4224, 4234, 5224, and 5225 Printers have a print density key that allows you to set the lines per inch at the printer on some systems. This density key should not be used to override the lines per inch value specified for the printer device by the system.

Note: The print density key is ignored by AS/400 Office print jobs.

Form Type

When a spooling writer starts producing output on a printer, you can specify the form type to be used by using the FORMTYPE parameter on the Start Print Writer (STRPRTWTR) command. Only files of this form type will be printed by this writer, with all other types left on the output queue. For more information on the STRPRTWTR command, see the online information.

When a writer is started, it is assumed that the printer is loaded with the form type specified in the FORMTYPE parameter. When FORMTYPE(*ALL) is used, it is assumed that the printer is loaded with the form type *STD. When a spooled file with a different form type is to be printed, a Load Form Type message is sent to the writer's message queue. No printing is done until you respond to this message. When you respond to the message by entering G (Go) or I (Ignore), printing begins (or resumes). If you enter C (Cancel), the writer is canceled. If you enter H (Hold), the spooled output file is held.

The system cannot detect whether you have loaded the correct forms or not, only that your response to the message has indicated printing can proceed. If you have loaded forms that are not long enough, the printing intended for one form runs over onto the next form. If the forms are not wide enough, some of the printing will be off the forms.

If forms alignment is specified for a printer output file, printing stops after the first line has been printed, and you receive a message to align the forms.

The procedures for loading and aligning forms on each printer are given in the particular operator's guides for the printers. The ready light on the printer's operator panel must be on. The procedure for setting the ready light to on is also described in the particular operator's guides.

Printer Ribbon or Toner

Your printer will use either a printer ribbon or toner to print. The system has no way of detecting print quality. The system can detect the failure of the printer ribbon to feed properly, but it has no way to check the lightness of the print. Therefore, you should check the printer periodically to verify that the printing has not become too light. If the printing is light, you need to change the printer ribbon or check the toner.

The procedure for changing the ribbon or adding toner is given in the printers' operator guides.

Changing Print Wheels on the 5219 Printer

The 5219 Printer has several different type fonts available on 96-character print wheel cartridges. Each type font, specified as an attribute on the printer device file, has an associated print wheel cartridge. When a different type font is to be used, the system sends a `printer intervention required` message. The printer will also drop READY and turn on the CHANGE FONT indicator. To determine which print wheel cartridge to install, do the following:

- Press the Stop key to reset the alarm. The LED display on the printer will display the 2-byte hexadecimal code that identifies the correct print wheel to install.
- Install the requested print wheel cartridge.
- Press the Start key.

The printer cannot detect that the correct print wheel cartridge was installed. If the wrong print wheel is installed, overprinting or other undesirable results could occur.

The procedure for changing the print wheel cartridge is given in the *5219 Operator's Guide*.

Notes:

When you are changing fonts, the 5219 Printer will not drop Ready and turn on the Change Font indicator in the following situations:

1. The 5219 Printer is currently using a print wheel other than the Courier 11 font when the printer is powered down.
2. When the power is turned on the 5219 Printer again, it assumes a default font of Courier 11.
3. After you power on the printer, if the first print job selects Courier 11, no message is issued because the 5219 Printer does not turn on the Change Font indicator unless it thinks a change of fonts is required.
4. Printing will start using the print wheel currently mounted in the 5219 Printer.

Print Quality on the 5219 Printer

The 5219 Printer has a conserve ribbon switch. The ON position is the draft mode. The printer will be in draft mode when the power is turned on. After power on, the mode is determined by the PRTQLTY parameter in the printer device file and by the option specified on the AS/400 Office Print Options display (draft or letter quality). The OFF position of the conserve ribbon switch puts the printer in quality mode and overrides AS/400 Office values and the value in the printer device file.

The quality mode results in a normal printer ribbon advancement that produces high-quality printing. The draft mode advances the ribbon one third the normal distance and increases the ribbon life by about three times.

Based on how you want to use the printer, the switch should be:

- ON (draft mode). This allows the program, such as AS/400 Office, to set the print quality.
- OFF (high quality). This forces everything to be printed at the best print quality.

Forms Alignment

When forms alignment is required for a printer output file, the first line is printed, and the inquiry message CPA5316 or CPA4002 for work station printers is sent to the appropriate message queue asking you to verify the forms alignment and then reply to the message. When the first line is printed, all the skip and space commands that are to be processed before the first line of data are included in the data stream. For example, if a program prints the first line of data on line 6, the commands to skip to line 6 will be processed before the first line of data is printed.

Forms alignment will be requested as follows:

- For nonspooled output or for spooled output when the writer is started with ALIGN(*FILE)
  - When ALIGN(*YES) was specified on the CRTPRTF, CHGPRTF, or OVRPRTF command for the file being printed
- For spooled output when the writer is started with ALIGN(*WTR)
- When the file being printed is the first file to print after a spool writer has been started
- When the forms length in inches changes
- When the forms type is changed (after a G reply to a CPA3394 or CPA3395 message)
- On a work station printer, if incorrect control characters have been detected in the previous file
- On a work station printer if the Cancel key has been pressed while the previous file is being printed
- On a work station printer if a C (Cancel) reply has been given to the inquiry message for unprintable characters detected in a previous file
- On a work station printer if an H (Hold) reply has been given to some inquiry messages
- On a remote work station printer after a writer has recovered from a communications failure
- On a 5219 Printer when forms feed type changes

The correct replies to message CPA5316 or CPA4002 are I, G, R, N, and C.

- I (Ignore). You should use the I reply when the forms are aligned properly and you want to continue printing the entire file.
- G (Go). You should use the G reply when the forms are aligned correctly and you want to eject to a new page and print the entire file.
- R (Reprint). You should use the R reply when the forms are not aligned correctly and you want to do the alignment on the current form. For the R reply, the first line of data is reprinted on the first form exactly where the paper is positioned. The space and skip commands are not reissued. The forms alignment message is issued again. The following operator actions are required:
  - When the forms alignment message is issued, check to see if the first line is printed in the correct position.
  - Press the Stop/Reset key on the printer.

- Use the forms advance knob to position the paper to where the first line should print.
- Use the R reply for the inquiry message.
- The first line of data will be printed exactly where the paper is positioned and the forms alignment message will be issued again.
- If the forms are aligned correctly, you can use the I or G reply to continue printing. If the forms are still not positioned correctly, you can repeat the procedure by using the R or N reply.

- N (Next). You should use the N reply when the forms are not aligned properly and you want to recheck forms alignment on the next form. After you have aligned the forms, the first line is printed on the next form and the message CPA5316 or CPA4002 is issued again. The following operator actions are required:
  - When the forms alignment message is issued, check the forms alignment on the printer.
  - Press the Stop/Reset key on the printer.
  - Press the Carriage Restore key to advance the paper to the next form.
  - If necessary, use the Forms Advance knob to position the form where the first line should print.
  - Press the Ready key on the printer.
  - Reply N to the inquiry message. The first line of data will be printed again on the next form and the forms alignment message will be issued again.
  - Check the forms alignment again. If the forms are aligned properly, you can use the I or G reply to continue printing. If the forms are still not aligned properly, you can continue to use the N or R reply until the forms are aligned properly.
- C (Cancel). You should use the C reply if you want to cancel printing of the file. An escape message is signaled to indicate the cancel reply was entered. For spooled data, the writer is not canceled and the writer starts printing the next file on the output queue. For direct, nonspooled printing, the processing of the file is canceled.

Notes:

1. The forms alignment message is not issued when cut forms are used on the 3812, 4214, or 5219 Printer.
2. The forms alignment message is not issued when the first page of a print file contains graphics or bar codes for the 4224 Printer.

Chapter 5. Set Up Personal Computers in AS/400 Office

This chapter helps you set up your AS/400 Office with personal computers and set up DisplayWrite 4 and AS/400 Office for your use on the personal computer.

You should have read the planning information in the manual, *Office Planning Guide*. Other manuals that cover personal computers in detail include:

- *PC Support Installation Guide*
- *PC Support Operations Reference*
- *PC Support Technical Reference*
- *PC Support User's Guide*
- *PC Support Messages and Problem Analysis Guide*
- *IBM Personal Computer Disk Operating System Reference.*

This chapter describes the following:

- Installing AS/400 PC Support
- Starting AS/400 PC Support
- Tailoring AS/400 PC Support functions
- Tailoring the AS/400 PC Support Organizer menu
- Installing DisplayWrite 4
- Using directories
- Using the AS/400 Office word processing function on the personal computer
- Exchanging documents between DisplayWrite 4 and AS/400 Office

Installing AS/400 PC Support

AS/400 PC Support is shipped to you with an installation program. Before you try to use AS/400 PC Support, you must have already run the AS/400 PC Support installation program. The installation program copies to your PC diskette or fixed disk the files needed for your personal computer to communicate with the AS/400 system. If you have someone responsible for installing and setting up your personal computer hardware and program products, this may already have been done for you. If not, see the *PC Support Installation Guide* for instructions.

Starting AS/400 PC Support

When you install AS/400 PC Support, a batch file named STARTPCS is created for you. This batch file starts communication between your personal computer and the AS/400 system. It then displays the AS/400 PC Support menu or the AS/400 PC Support Organizer menu, if you selected it. To start AS/400 PC Support using the STARTPCS batch file, type the following after the *DOS* prompt:

```
STARTPCS
```

For more information on the different ways to start AS/400 PC Support, see the *PC Support Installation Guide*.

Tailoring AS/400 PC Support Functions

After you have installed AS/400 PC Support and run STARTPCS, the configuration files and batch files contain enough entries to start and run AS/400 PC Support. The entries in the configuration files tell DOS or PC Support how your personal computer is set up. The entries in the batch files give commands to the personal computer.

You can tailor the PC Support functions for your specific needs through the use of these configuration and batch files. PC Support provides two configuration programs to help you create and change these files. To learn more about tailoring AS/400 PC Support, see the *PC Support Operations Reference*.

Tailoring the AS/400 PC Support Organizer Menu

AS/400 PC Support Organizer is a menu that lets you easily access personal computer and AS/400 Office and data processing applications. You can change the options on the AS/400 PC Support Organizer menu to run any AS/400 system or personal computer application. For more information, see the *PC Support User's Guide*.

Using DisplayWrite 4

You can use DisplayWrite 4 as a text editor on your personal computer. DisplayWrite 4 provides an installation program to help you install DisplayWrite 4 on your personal computer. You need to run the install program only once for each personal computer that you want to use DisplayWrite 4.

Before you run the installation program, you need to have DOS in the root directory of a disk-based system, or have the DOS diskette for a diskette-based system.

While you are setting up DisplayWrite 4, you are asked to supply the following information during the installation program:

- What is the brand name or type of mouse you are using?
- To which port will each mouse be attached?
- Is the mouse for a right-handed or left-handed person?
- Do you want the display to be configured for character mode or all-points-addressable mode?
- Do you want the display configured for two or more colors?
- Which printer ports have you planned for printing with DisplayWrite 4?
- What type of printers are these?
- Do you want to name a specific drive and directory in which to store text documents?

After installing DisplayWrite 4 using the following instructions, use the loading instructions each time you want to use it.

Installing DisplayWrite 4

To install DisplayWrite 4, you must do the following:

Note: If you have a diskette-based personal computer, start with step 1. If you have a disk-based personal computer, start with step 4.

1. Insert the DOS diskette in drive A.
2. Insert the DisplayWrite 4, Volume 1 diskette in drive B (right or bottom).
3. At the *DOS* prompt, type **b:install** and press the Enter key.

   Continue with step 6.
4. Insert the original IBM DisplayWrite 4, Volume 1 diskette in drive A.
5. At the *DOS* prompt, type **a:install** and press the Enter key.
6. Follow the instructions on the display to continue.
7. When installation is complete, press Ctrl + Alt + Del.

Loading DisplayWrite 4

If you plan to use the IBM Voice Communications Operating Subsystem program with DisplayWrite 4, you must have a fixed-disk system. Before loading DisplayWrite 4 at the *DOS* prompt, type **audiof [d:]**

If necessary, specify the drive (d:) on which the IBM Voice Communications program resides. The default is drive C.

With a diskette-based system, the installation program created a Volume 0 diskette for loading DisplayWrite 4. This Volume 0 diskette contains a copy of DOS tailored for use with DisplayWrite 4, as well as other files used to load and run DisplayWrite 4.

Note: If you have a diskette-based personal computer, start with step 1. If you have a disk-based personal computer, start with step 3.

1. Insert the original IBM DisplayWrite 4, Volume 0 diskette in drive A.
2. Turn the power on, or press Ctrl + Alt + Del.

   Note: If you are using a diskette-based system with an IBM Personal Computer AT 512KB Memory Expansion Option, follow the prompt to insert the necessary diskette(s).

   Continue with step 4.
3. At the *DOS* prompt, type **DW4** and press the Enter key.

   Continue with step 5.
4. Follow the prompt to insert the Volume 1 diskette and press the Enter key.
5. Follow the prompt to press the Enter key at the IBM logo screen. The DisplayWrite 4 menu is shown.

Using Directories

When using your personal computer for text processing, you can better organize your documents if you use **directories**. When you use directories, you place groups of related documents in their own directories, even though they may be on the same disk or diskette.

A single directory is created on each disk when you format it using the FORMAT command. That directory is called the root directory or system directory. In addi-

tion to containing the names of files, the root directory can also contain the names of other directories, and these in turn can contain the names of other files and directories, and so on.

DOS uses directories to locate information on a diskette. A directory lists the files on the diskette and contains other information about the files (such as size and date of last revision). DOS allows you to create different levels of directories, using the DOS MKDIR command.

You must tell DOS where to place the directory you want to create, just as you must tell DisplayWrite 4 where to place a new document. You do this by typing a path. The last item in the path is the name of the directory you are creating. You can create only one directory at a time.

Creating Directories

To create a directory, do the following:

1. At the *DOS* prompt, type **mkdir [d: path]**

   where [d: path] specifies the drive which contains the disk you wish to use (unless you are using the default drive) and the path contains the directory you want to create. Remember that the last item in the path is the name of the directory you want to create.

2. Press the Enter key.

   The directory is created.

Create as many directories as you need.

Finding Documents within Directories

To find or create a document within a directory, you give the system a **document specification**. A document specification consists of the following:

- Drive letter
- Path
- Document name

The **drive letter** identifies the drive you want to use. The **path** tells DisplayWrite 4 which directory to use in finding or storing a document. The **document name** is the name plus an optional extension.

You type the path by separating the names of the directories with a \ (backslash) like this: **\letters\march**

The first \ tells the text editor that you want to begin at the root directory. Whenever you precede a path with a backslash, both the text editor and DOS start at the root directory.

Note: In DOS, you may only use a \ to separate directory names.

Both the drive letter and path are optional if you wish to use the default drive or current (default) directory. You can change both the default drive and the current directory to best suit your needs.

Some directory work can be performed only in DOS. Other directory work may be performed while in DOS or using a text editor.

Using Shared Folders

Information is stored electronically on your AS/400 system, just as you might store documents in a file cabinet. You can store documents electronically in folders. You can also store PC files and programs in folders on the system. Other users can share the information in folders on the AS/400 system.

Information you store through folders can be in PC format, just like DOS files. You can use folders from your PC drive letter as though you were using a DOS drive or directory. You can use documents in folders from your personal computer or on the AS/400 system using AS/400 office functions. Folders can be shared by both AS/400 system and PC users. For additional information on shared folders, see the *PC Support User's Guide*.

Changing and Removing Directories

The CHDIR (CD) command is used to tell DOS which directory path it should remember as the current directory. Enter a backslash for the root, or a full path for any other directory. The current directory is where DOS will look to find commands and files whose names are entered without path specifiers.

The RMDIR (RD) command removes (erases) existing directories. To remove a higher-level directory, you must first remove all the directories and documents it contains. After the directory is empty, you may remove it. For example, if you wanted to remove directory ABC, you must remove everything in directory ABC and then go to directory level LETTERS to remove ABC. This is the opposite of what you do when you make directories.

Using AS/400 Office Word Processing on the Personal Computer

When you use AS/400 Office word processing on your personal computer that is attached to the AS/400 system and you do not have AS/400 PC Support installed on the system, unusual symbols are shown as text editing characters (such as tabs and carrier returns). If you have enhanced 5250 emulation and you do not want these symbols shown, you can modify the enhanced 5250 emulation EBCDIC-to-ASCII display table to display these characters as blanks or as DisplayWrite 4 characters. If you have work station emulation and you do not want these symbols shown, you can modify the advanced options for work station emulation.

These symbols do not occur if you are using the AS/400 PC Support Organizer menu. The Organizer menu provides the AS/400 Office Edit display with better editing usability and performance. For a summary of the enhancements to the AS/400 Office Edit display, see the manual *Word Processing User's Guide*.

Changing Text Editing Symbols When Using Enhanced 5250 Emulation

1. Run the 5250 emulation configuration program CONFIG.EXE.
2. When the Advanced Options menu is shown, select option 3 (Select display emulation options) and press the Enter key.
3. Select option 6 (Customize display EBCDIC-to-ASCII table).
4. Change the following EBCDIC-to-ASCII translations:

EBCDIC Hex Value	Default ASCII Hex Value	Display as Blanks	Display as DW 4 Characters
01	01	20	19
02	02	20	10
03	03	20	BC
05	05	20	1A
06	06	20	11
09	09	20	18
0C	0C	20	1E
41	20	Leave as is	1F

Changing Text Editing Symbols When Using Work Station Emulation

1. Run the work station emulation configuration program.
2. When the Main Configuration menu is shown, select option 1 (Create a session profile) or option 2 (Modify a session profile) and press the Enter key.
3. Type the name of the session profile and press the Enter key.

   The Main Session Configuration menu is shown.
4. Select option 3 (Modify advanced options) and press the Enter key.

   The Advanced Display Options menu is shown.
5. Select option 4 (Modify text editor screen attributes) and press the Enter key.

   The Modify Text Editing Symbols menu is shown.
6. Select option 2 (Match PC DisplayWrite symbols) and press the Enter key.
7. Save the session profile.

Note: If you plan to use more than one session profile, make these same changes for each session profile.

Exchanging Documents between DisplayWrite 4 and AS/400 Office

If you are sharing folders through AS/400 PC Support, but you are not using the AS/400 PC Support Organizer menu, you will need to do the following to convert documents from DisplayWrite 4 to AS/400 Office.

The conversion can be done in one of two ways:

- From the DisplayWrite 4 menu
- When you end and save a DisplayWrite 4 document

When you are using the AS/400 PC Support Organizer menu, the conversion is automatically done for you.

Converting from the DisplayWrite 4 Menu

1. Select option 6 (Utilities [Copy, Erase, ...]).

   The Utilities display is shown.
2. Select option 6 (Document conversion).

   The Document Conversion display is shown.

3. Type the document name and the name you want to give to the converted document for the *Document name* and *Converted document name* prompts. Select option 1 (Document to revisable-form text) for the *Type of conversion* prompt.
4. Press the Enter key.

The document is converted and can be used by AS/400 Office.

Converting When Ending and Saving a Document

When you end a DisplayWrite 4 document, a different ending display is shown depending on whether you are using the AS/400 PC Support Organizer menu. For example, when using DisplayWrite 4 without the AS/400 PC Support Organizer menu, the following display is shown:

```
1. End and Save
2. Save and Continue
3. Quit without Saving

4. Paginate, End, and Save

Convert to Revisable-Form Text:
5. End and Save
6. Paginate, End, and Save









Enter   Esc=Quit  F1=Help
```

1. Select option 5 (End and Save) from this menu.

   The Convert to Revisable-Form Text display is shown.
2. Type the name you chose for the converted document for the *Converted document name* prompt. If you want DisplayWrite 4 to erase the original document, select a Y (Yes) for the *Erase current document after saving converted document* prompt.
3. Press the Enter key.

   The document is converted. If you chose to save the current document, a message is shown on the bottom of the display stating that the document has been saved.

You can now use the document with AS/400 Office.

Chapter 6. Set Up Office Security

Office security and system security work together to allow you to control who can use your equipment, programs, folders, and documents.

Since office security is part of system security, some system security is covered in this chapter also. For more information on system security, see the manual, *Security Concepts and Planning*.

If other people or departments also use your system, someone may have already performed certain security tasks. For example, user IDs may already be assigned to your office users. Check with these other people that share your system to see what security tasks have already been done.

Before you use this chapter, you should have used the *Office Planning Guide* to plan for your security needs.

This chapter describes the following:

- Activating security
- Checking authority
- Changing a user profile
- Creating an authorization list
- Securing folders
- Securing documents
- Working with access codes

Activating Security

The AS/400 system is shipped at security level 10 (unsecured system). If you want to use security on your system, you must activate security level 20 (limited security) or 30 (full security) for the QSECURITY value in the configuration program.

For more information on these security levels, see the *Office Planning Guide*.

Setting the System Security Level

To set the system security level, do the following:

1. Select option 7 (Define or change the system) on the AS/400 Main Menu and press the Enter key.
2. The Define or Change the System display is shown. Select option 9 (Change system values) and press the Enter key.

```
DEFINE              Define or Change the System

Select one of the following:

     1. Configuration
     2. Manage licensed programs
     3. Security
     4. Work with support contact information
     5. Work with hardware products
     6. Program temporary fix (PTF)

     8. Display system values
     9. Change system values



Selection or command
===>9_____________________________________________________________
_____________________________________________________________

F3=Exit   F4=Prompt  F9=Retrieve  F12=Previous  F13=User support
F16=System main menu

                              (C) Copyright IBM CORP. 1988
```

The Change System Values Command display is shown.

```
CHGSYSVAL                  Change System Value

Type choices, press Enter.
 System value . . . . . . QSECURITY        Name, QACGLVL, QACTJOB
 New value. . . . . . . .



F3=Exit  F4=List  F5=Refresh  F11=Keywords  F12=Previous
F13=Prompter help
```

The QSECURITY system value controls how much security is active on the system.

3. Type one of the following for the *New value* prompt:

   10: The system is a minimum security system.
   20: Password security is active.
   30: Password and resource security are active.

4. Press the Enter key and you have set the security level for your system.

   To activate the security level you have set, you must perform an IPL on the system.

For more information on security levels, see the manual, *Security Concepts and Planning*

Checking Authority

If you are not authorized to an object, you can find out why by checking the authority of the object on your system. You can check a user's authority to an object by checking the following:

- User's specific authority to an object using the Display Document Library Object Authorization (DSPDLOAUT) command
- User's authority on the authorization list (if one is specified for the object) using the Display Authorization List (DSPAUTL) command
- User's group authority to the object using the Display Document Library Object Authorization (DSPDLOAUT) command
- User's group authority on the authorization list (if one is specified for the object) using the Display Document Library Object Authorization (DSPDLOAUT) command
- Public authority specified in the object using the Display Document Library Object Authorization (DSPDLOAUT) command
- Public authority specified in the authorization list, if authority in the object is *AUTL, using the Display Document Library Object Authorization (DSPDLOAUT) command
- Access codes assigned to an object and the user using the Display Document Library Object Authorization (DSPDLOAUT) command

When a job is running, possible sources to determine the authorities to an object are:

- Authorities given to the job's user profile
- Special authorities of the job's user profile
- Authorities given to the group profile if the job's user profile is a member of a group
- Special authorities of the group profile if the job's user profile is a member of a group
- Authorities given to the owner of programs if the programs in the program stack are using the adopted authority

Changing a User Profile

Once you have decided how to use security on your system and after you have enrolled your users in AS/400 Office, you may want to change the rights and authorities defined in the user profiles.

To change a user profile, use the Work with User Profile (WRKUSRPRF) command. For more information, see the online information for this command.

Creating an Authorization List

You should use authorization lists to give several users authority to a document or folder at the same time. An authorization list eliminates the need to give each user separate authority to the same document or folder.

To create an authorization list, do the following:

1. Select option 2 (Office tasks) on the AS/400 Main Menu and press the Enter key.

```
MAIN                        AS/400 Main Menu          System: xxxxxxxxxx

Select one of the following:

    1. User tasks
    2. Office tasks
    3. General system tasks
    4. Files, libraries, and folders
    5. Programming
    6. Communications
    7. Define or change the system
    8. Problem handling
    9. Display a menu

   90. Sign off



Selection or command
===>2_____________________________________________________________

F3=Exit     F4=Prompt     F9=Retrieve      F13=User Support
F23=Set initial menu
                                          (C) COPYRIGHT IBM CORP. 1980, 1988.
```

2. The Office Tasks menu appears. Select option 4 (Office security) and press the Enter key.

```
OFCTSK                      Office Tasks            System:   xxxxxxxx
Select one of the following.

     1. AS/400 Office
     2. Host system tasks for AS/400 PC Support
     3. Decision support
     4. Office security
     5. Display system directory
     6. Work with system directory
     7. Documents
     8. Folders

    50. (user option)
    70. Related commands



Selection or command
===>4_____________________________________________________________

 F3=Exit     F4=Prompt    F9=Retrieve             F12=Previous
 F13=User support         F16=System main menu
                                          (C) COPYRIGHT IBM CORP. 1980, 1988.
```

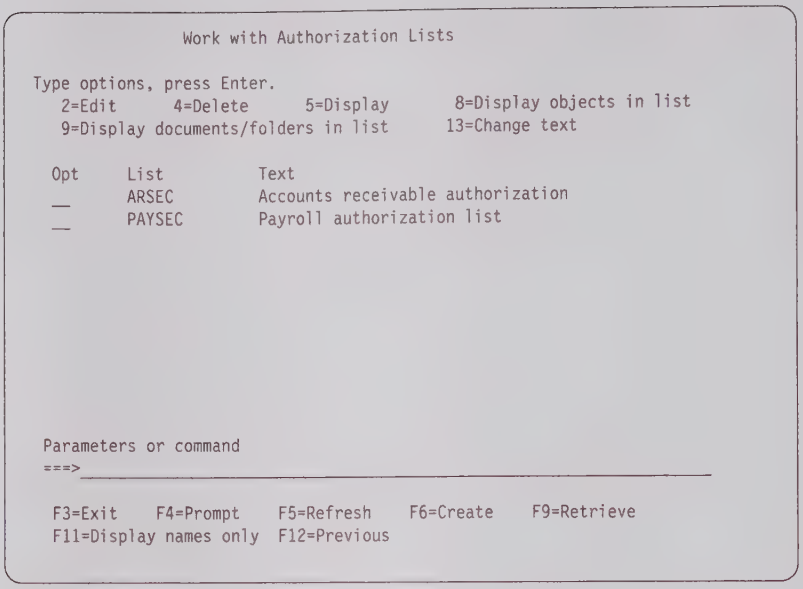
3. The Office Security display is shown. Select option 4 (Work with authorization lists) and press the Enter key.

```
OFCSEC                  Office Security          System:   xxxxxxxx
 Select one of the following:

      1. Work with document and folder security
      2. User permission
      3. Change document and folder owner
      4. Work with authorization lists


     70. Related commands









 Selection or command
 ===>4_____________________________________________________________________

  F3=Exit     F4=Prompt    F9=Retrieve              F12=Previous
  F13=User support         F16=System main menu
```

The following Work with Authorization Lists display is shown.

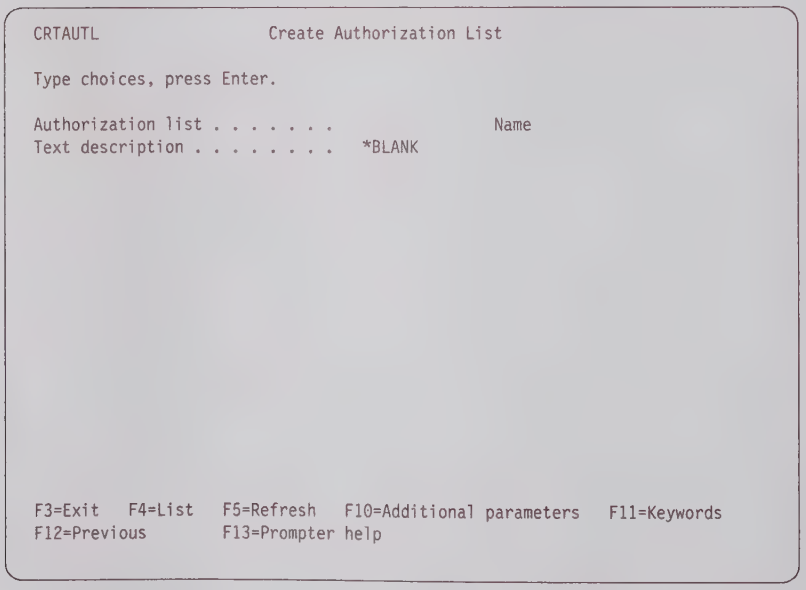
```
WRKAUTL              Work with Authorization Lists

Type choices, press Enter.

Authorization list . . . . . .   *ALL_____   Name, generic*, *ALL









                                                                  BOTTOM
  F3=Exit  F4=List  F5=Refresh  F11=Keywords   F12=Previous   F13=Prompter help
```

4. Press the Enter key and another Work with Authorization Lists display is shown.


Work with Authorization Lists
Type options, press Enter.
2=Edit 4=Delete 5=Display 8=Display objects in list
9=Display documents/folders in list 13=Change text
Opt List Text
ARSEC Accounts receivable authorization
PAYSEC Payroll authorization list
Parameters or command
===>
F3=Exit F4=Prompt F5=Refresh F6=Create F9=Retrieve
F11=Display names only F12=Previous

5. Press F6 (Create) and the Create Authorization List display is shown.

   Note: You can also get to the Create Authorization List display by using the Create Authorization List (CRTAUTL) command.


CRTAUTL Create Authorization List
Type choices, press Enter.
Authorization list . . . . . Name
Text description . . . . . *BLANK
F3=Exit F4=List F5=Refresh F10=Additional parameters F11=Keywords
F12=Previous F13=Prompter help

6. Type the name of the authorization list and the other items you planned for using the Authorization List Worksheet from the *Office Planning Guide*.

   If you want to assign a level of authority to this list, press F10 (Additional parameters).

7. Press the Enter key and the authorization list is created.

IBM

AS/400™

SC21-9626-0

Office: Planning Guide

IBM

AS/400™

SC21-9626-0

Office:
Planning Guide

First Edition (June 1988)

This edition applies to Release 1, Modification Level 0, of the following IBM AS/400 programs:

AS/400 Office: Program 5728-WP1
AS/400 Language Dictionaries: Program 5728-DCT
AS/400 PC Support: Program 5728-PC1
Operating System/400 Operating System: Program 5728-SS1

This edition applies to all subsequent releases and modifications until otherwise indicated in new editions.

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About This Manual

This manual assumes that you have just purchased an AS/400 system with the intent of using AS/400 Office. This manual describes the planning tasks you should perform before setting up and using your AS/400 Office. To help you plan, install, and set up your AS/400 system, see the system planning guide for your system unit.

This manual will help you plan to set up your AS/400 Office. This office can be simply an AS/400 system, or it can be an AS/400 system with one or more personal computers attached. If you do not use personal computers as display stations in your office, skip the chapter related to personal computers.

After you have used this manual to plan your office, you should continue with the *Office: Setting Up and Administering Guide*, SC21-9627. To use that manual, you will need the completed planning forms from Appendix A, "Worksheets."

This manual may refer to products that are announced, but are not yet available.

Who Should Use This Manual

The audience for this manual is the office administrator, who is familiar with office procedures, policies, and requirements. The office administrator is responsible for setting up and preparing the office products for the office users.

Note: This manual follows the convention that *he* means *he* or *she*.

What You Should Know

Along with the AS/400 system and the personal computers, you received manuals explaining how to set up the equipment, how to install the licensed programs, and how to determine the cause of problems you may encounter. For each licensed program you ordered, you received information that describes how to use that licensed program. Other AS/400 manuals describe how to operate the computer, how to respond to messages received from the computer, and how to protect the data on the computer.

In this manual, *personal computer* means an IBM Personal Computer such as a 5150 Personal Computer, a 5170 Personal Computer AT®, or a Personal System/2.

How This Manual Is Organized

This manual is arranged so that you can use only those chapters that apply to your needs.

Chapter 1 introduces the AS/400 Office. It identifies the equipment and programs that are part of the system and describes the general activities that are required as part of the planning for any new system.

Chapter 2 helps you plan to define the AS/400 Office users to the system by assigning user IDs and system distribution directory entries.

Chapter 3 helps you plan for word processing by explaining how to manage folders and documents, use document formats, merge charts and images with documents, and use text profiles.

Chapter 4 helps you plan for printers by explaining what forms you may need, special considerations for your office documents, capabilities of specific printers, and how to manage printers.

Chapter 5 helps you plan for using personal computers as AS/400 display stations (with AS/400 PC Support installed) and for doing word processing on personal computers. This chapter also explains document exchange considerations between AS/400 Office and DisplayWrite 4.

Chapter 6 helps you plan for security by explaining how security affects your system and your office, who you should select for security responsibilities, levels of authority, major ways to control access, and considerations for securing various types of objects.

Chapter 7 helps you plan for using AS/400 Office in a communications network.

Chapter 8 helps you plan for administration tasks.

Appendix A provides you with the planning worksheets you complete as you go through this manual.

The glossary defines terms used throughout this manual. Understanding these terms will help you as you plan for your AS/400 Office.

The last part of this manual contains an index. Use the index to look up a topic to see on which page(s) it is covered.

Related Online Information

The following online information is available on an AS/400 system. You can press the Help key a second time to see an explanation of how the online information works, including the index search function.

Help for Displays

You can press the Help key on any display to see information about the display. There are two types of help available:

- General
- Specific

General help explains the purpose of the display. General help appears if you press the Help key when the cursor is outside the areas for which specific help is available.

Specific help explains the field on which the cursor is positioned when you press the Help key. For example, it describes the choices available for a prompt. If a system message appears at the bottom of the display, position the cursor on the message and press the Help key to see information about the cause of the message and the appropriate action to take.

To exit the online information, press F3 (Exit). You return to the display on which you pressed the Help key.

Index Search

Index search allows you to specify the words or phrases you want to see information about. To use index search, press the Help key, then press F11 (Search index).

Help for Control Language Commands

To see prompts for parameters for a control language command, type the command, then press F4 (Prompt) instead of the Enter key.

Online Education

AS/400 online education provides tutorials on a wide variety of topics. To use the online education, press F13 (User support) on any system menu to show the User Support menu. Then select the option to use online education.

Question-and-Answer Function

The question-and-answer (Q & A) function provides answers to questions you may have about using the AS/400 system. To use the Q & A function, press F13 (User support) on any system menu to show the User Support menu. Then select the option to use the question-and-answer function.

Related Printed Information

As the administrator, you will find most of the information you need to plan your office in this manual and in the *Office: Setting Up and Administering Guide*, SC21-9627. However, if you want to know more about a specific product mentioned in those manuals, you should use the information that came with that product.

The following office and related publications contain additional information you may find useful:

- *Office: Common Tasks*, SX21-9868, provides the office user with brief reference information about performing common office tasks.
- *Office: Learning Guide*, SC21-9615, provides the office user with information about learning the different mail and calendar tasks.
- *Office: Setting Up and Administering Guide*, SC21-9627, provides the office administrator with information to set up and enroll users, and administer AS/400 Office to best use the different functions.
- *Office: User's Guide*, SC21-9616, provides the office user with detailed information on how to use AS/400 Office.
- *Office: Word Processing Learning Guide*, SC21-9617, provides the office user with information to help them learn how to use different word processing tasks.
- *Office: Word Processing User's Guide*, SC21-9618, provides the office user with detailed information on how to use the word processing function of AS/400 Office.
- *Utilities: Business Graphics Utility User's Guide and Reference*, SC09-1167, provides information about using the Business Graphics Utility.
- *Utilities: Interactive Data Definition Utility User's Guide*, SC21-9657, provides information about defining and using data base files.
- *Query: User's Guide*, SC21-9614, provides information about creating and using queries.

The following AS/400 publications contain related information you may find useful:

- *Information Directory*, GC21-9678, provides information about all documentation for an AS/400 system.
- *Migrating from System/36 Planning Guide*, GC21-9623, provides the application programmer, system administrator, or data processing manager with information to help them migrate their products and applications with the Migration Aid.
- *Migrating from System/38 Planning Guide*, GC21-9624, provides the application programmer, system administrator, or data processing manager with information to help them migrate their products and applications with the Migration Aid.
- *Communications: User's Guide*, SC21-9601, provides the system operator, application programmer, system programmer, or system administrator with communications information, such as setting and changing communications values or defining lines, controllers, and devices.
- *Planning Guide — 9406*, GA21-9913 or *Planning Guide — 9404*, GA21-9914, provides the system administrator or data processing manager with information about planning to set up an AS/400 system.
- *Programming: Security Concepts and Planning*, SC21-8083, provides the security officer (or someone who is assigned the responsibilities of a security officer) with information about general security concepts and planning for security on the system.
- *Communications: Distribution Services Network Administrator's Guide*, SC21-9588, provides the system operator or system administrator with information about administering data communications applications on an AS/400 system.
- *System Operations: Display Station User's Guide*, SC21-9744, provides information about using your system and display station, including using function keys, displays, menus, messages, and help information.
- *Application Development Tools: Screen Design Aid User's Guide and Reference*, SC09-1171, provides information about creating menus.
- *Programming: Backup and Recovery Guide*, SC21-8079, provides information about recovery procedures.

The following AS/400 PC Support publications contain related information you may find useful:

- *PC Support: Installation Guide*, SC21-8089, provides the personal computer technical coordinator with simple step-by-step procedures to be used when running the AS/400 PC Support installation program.
- *PC Support: Operations Reference*, SC21-8090, provides the personal computer technical coordinator with the information needed to set up, configure, and customize AS/400 PC Support through batch and configuration files, as well as AS/400 PC Support Organizer menu.
- *PC Support: Technical Reference*, SC21-8091, provides the programmer or personal computer technical coordinator with technical information needed to do advanced configuration or customizing of AS/400 PC Support to suit a special operating environment.
- *PC Support: User's Guide*, SC21-8092, provides the personal computer operator or administrative secretary with concepts and examples of how to use the AS/400 PC Support functions. It assumes that the AS/400 PC Support product is already loaded and set up.

- *PC Support: Messages and Problem Analysis Guide*, SC21-8093, provides the personal computer operator, administrative secretary, or personal computer technical coordinator with information about error messages and recovery, problem analysis and customer-related service information, including how to submit an authorized program analysis report (APAR) and apply a program temporary fix (PTF).

The following PC publications might be helpful to you if you are using a personal computer attached to the AS/400 system:

- *IBM Personal Computer Disk Operating System Reference* provides information on how to use DOS on your personal computer.
- *DisplayWrite 4 Getting Started* provides examples on basic DisplayWrite 4 functions.
- *DisplayWrite 4 Reference Guide* provides procedural information on how to use DisplayWrite 4.
- *DisplayWrite 4 Technical Reference* provides technical reference information on DisplayWrite 4.

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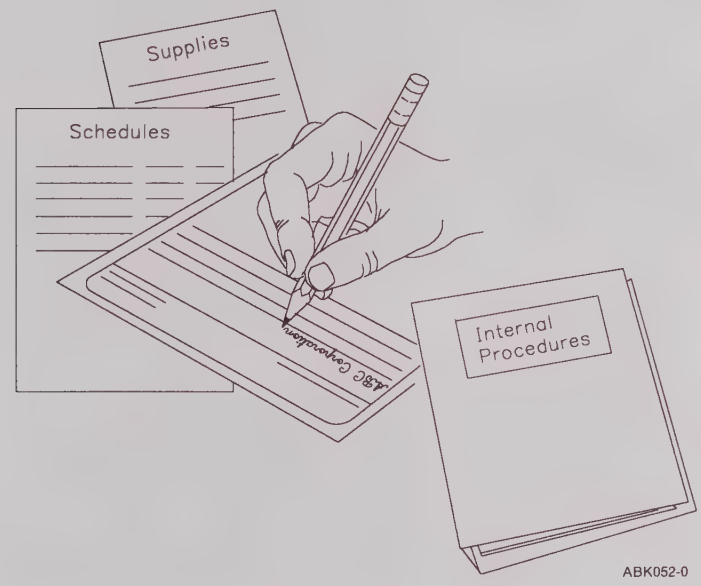
Chapter 1. Reviewing Your AS/400 Office

If you plan general office activities carefully, setting up and administering your office will be easier, and your users will be productive more quickly.

You can use the "Office Tasks Checklist" on page A-3 to ensure that important planning activities are not overlooked. This checklist is a detailed list of the tasks that will help you plan for a successful installation of your AS/400[1] Office. Each chapter in this manual describes a major planning task.



This chapter covers the following planning information:

- Review AS/400 System Equipment
- Review AS/400 System Licensed Programs
- Review Personal Computer Programs
- Review How Information Is Stored on Your System
- Select a Project Team
- Assign Planning Activities
- Determine Your Users' Needs
- Review Your Order for Equipment and Programs
- Establish Supply Requirements
- Plan and Schedule Education
- Establish Publications Requirements
- Establish a Transition Schedule
- Establish User Menus
- Establish Internal Procedures
- Establish Recovery and Backup Procedures

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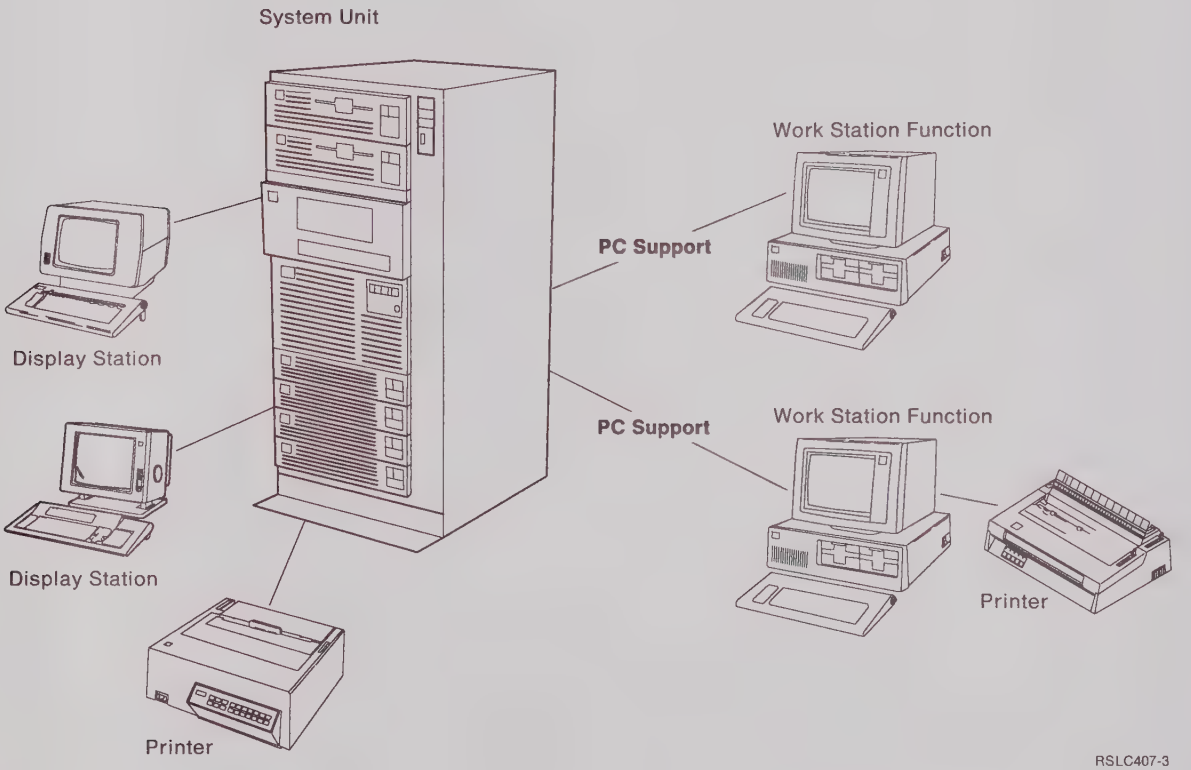
[1] AS/400 is a trademark of the International Business Machines Corporation.

If you already have an AS/400 system and you are adding the office programs, you may have already done some of the tasks on the checklist. If you are using personal computers as AS/400 display stations, you will want to go through the tasks in the entire manual. If you are not using personal computers as AS/400 display stations, you can skip the tasks in Chapter 5.

Review AS/400 System Equipment

Your office equipment for the AS/400 system consists of the system unit, display stations, and printers. The following illustration shows how your office equipment can be grouped.



System Unit

The system unit is the heart of the system. It contains the processing unit, main storage, the disk unit, the tape unit, and the diskette unit.

- The processing unit provides the processing power that performs specific actions, depending on the instructions it receives, and stores this information on disk, diskette, or tape.
- Main storage is the work area for the system. This is where all your programs operate.
- The disk unit writes and reads information to and from the disk. The disk is the storage area for the programs you use and the information you create.

- The tape unit reads information from and writes information to a tape. Tape is a thin magnetic ribbon used primarily for storing copies of information.
- The diskette unit is used for saving and restoring information on diskettes. Diskettes are portable magnetic disks primarily used for storing infrequently used information, for storing copies of information, or for exchanging information between systems.

Display Stations

Display stations allow you to interact with the system by showing you information on the display screen and allowing you to enter information about your jobs. You can use any display station attached to the AS/400 system to enter, change, or remove information in the system. Display stations can be **local** (attached directly) or **remote** (attached by a communications line).

The system may have many display stations attached and running at the same time. The system unit must be started before any display stations can be started. If you start a display station when the system is not started, you cannot sign on.

The type of display stations you use determines how much of the information in this manual you use. Display stations are one of two types:

- Dependent display stations
- Personal computers

A dependent display station requires the processing power of the AS/400 system to run. A personal computer attached to an AS/400 system can operate as a dependent display station, but it can also operate as a personal computer, running personal computer programs. Using an emulation program such as AS/400 PC Support Work Station Function or System 36/38 Work Station Emulation, the personal computer acts like a dependent display station. The keys on the personal computer keyboard can be changed to match the way the keys operate on a dependent display station.

Printers

Printers create a paper copy of anything you specify to print, such as reports or documents. Like display stations, printers can be **local** (attached directly) or **remote** (attached by a communications line) and can be shared by all users.

Because the processing unit can work faster than printers can print, the system saves documents sent to the printer in an **output queue** while the printer is printing other documents. The system then processes the next document while the printer works at its own speed, taking the first document from the queue and printing it, then taking and printing the next document, and so on down the queue. The system provides this support by saving the printer output on disk, which is called **spooling**.

When a personal computer is attached to an AS/400 system and is using AS/400 PC Support, you can print information from this personal computer on any printer attached to the system.

When a personal computer is attached to an AS/400 system and is using a 5250 emulation program or AS/400 PC Support, you can print information from the AS/400 system on the PC printer.

For information about planning to install the system unit, display stations, and printers, see the system planning guide for your system unit.

Review AS/400 System Licensed Programs

Computers require instructions, called programs, to process information. A program is a sequence of instructions that is written in a special form the computer can interpret. A program tells the computer where to get information, how to process it, and where to put the results. Programs are stored in the system unit. Some of the main types of AS/400 licensed programs are:

Operating System/400: The Operating System/400 controls the movement of information through the system. It also interprets and responds to your requests. Without this program, the system cannot operate. The Operating System/400 also includes the interactive data definition utility (IDDU), which allows you to define data files you might use with AS/400 Office.

AS/400 Application Development Tools: The Application Development Tools allow you to perform common tasks with data. For example, the source entry utility (SEU) allows you to enter source statements for programs; the data file utility (DFU) allows you to create, change, and delete data files; and the screen design aid (SDA) utility allows you to create, change, or delete the definitions for displays.

User programs: User programs are designed for a specific job or process.

AS/400 office programs are used for various areas of your office, and include the following:

AS/400 Office: This set of programs lets you maintain a directory of names, send messages, schedule meetings, exchange mail, and keep a log of mail. You can also do basic and advanced word processing, store and retrieve documents, and distribute documents. AS/400 Office can use language dictionaries that provide proofreading aids for your documents. You can use IDDU and Query to merge data from files into documents. You can also communicate with a Professional Office Systems (PROFS) user through a communications network.

AS/400 Language Dictionaries: The Language Dictionaries include spelling dictionaries in several different languages, a medical dictionary, and a legal dictionary. These online dictionaries can be used with the office proofreading aids.

AS/400 Query: Query allows you to create reports from a data file without writing a computer program. You can also select and rearrange the data. The data file can be defined by the interactive data definition utility (IDDU) or by data description specifications (DDS).

AS/400 Business Graphics Utility (BGU): The Business Graphics Utility allows you to design, manage, and use charts. You can display, print, and plot charts. If you store the chart in a graphics data file, you can also merge the chart into a document at print time.

AS/400 PC Support: PC Support allows you to use personal computers as AS/400 display stations and PC printers as AS/400 printers. You can also share and transfer information between an AS/400 system and personal computers, and use PC applications and AS/400 applications from a single menu called the PC Support Organizer

menu. PC Support also provides the text assist function which can be used with the AS/400 Office word processing function.

In addition to the above programs, there are many control language (CL) commands you can use. A command causes one or more system activities to occur. Commands are used to start jobs on the system. For example, you can use the Edit Document (EDTDOC) command to edit a document. Information about commands you can use to set up and manage your office is in the *Office Setting Up and Administering Guide*.

Review Personal Computer Programs

When a personal computer is used as an AS/400 display station, a 5250 emulation program is used so the personal computer acts like an AS/400 display station. A personal computer can be attached to an AS/400 system in either of the following ways:

- Directly, using a twinaxial cable.

  A directly attached personal computer can run a 5250 emulation program without AS/400 PC Support or with AS/400 PC Support:

  - If it runs without AS/400 PC Support, 5250 emulation is included with the software that comes with your PC adapter card. The personal computer works exactly like a dependent display station.
  - If it runs with AS/400 PC Support, the work station function (one of the AS/400 PC Support functions) provides 5250 emulation. The personal computer can work like a dependent display station and also as a personal computer. You can select AS/400 PC Support functions that allow you to share information and resources between a personal computer and the AS/400 system.

- As part of an IBM Token-Ring Network.

  A personal computer attached as part of a token-ring network must use AS/400 PC Support, and the work station function provides 5250 emulation.

AS/400 PC Support is a licensed program that runs on the personal computer and the AS/400 system. For more information about AS/400 PC Support, see Chapter 5, "Planning for Personal Computers in Your AS/400 Office."

Review How Information Is Stored on Your System

Information is stored on your system as objects. An object is a named unit of information that occupies space in storage and on which operations can be performed. Examples of objects are libraries, files, folders, and documents.

Libraries

Information is stored on your system in libraries. A library is an object on disk that serves as a directory to other objects. A library groups related objects, and allows you to find objects by name. Libraries contain all other types of objects, such as documents, folders, files, and programs.

On each system, one system library stores all documents and folders for all users on the system. Descriptive information about each document is also stored, and can be used to search for documents in this library. For more information about this library, see Chapter 3, "Planning for Folders and Documents."

Documents

A document is one or more lines of text that can be named and stored on the system. A document can be stored within a folder, or it can be stored on the system without being placed in a folder.

Folders

A folder is a directory that is used to group related documents that are created and used by AS/400 Office. Folders can be stored within other folders, or they can be stored on the system without being placed in another folder.

Files

A file contains either actual data (such as the names, addresses, and account balances of customers) or a description of the data. A file contains one or more file members; a member is a unit of data within a file.

When you use files in your office, you can use IDDU to define and describe the contents of the files. For example, you can define a file by specifying the type of information it contains, and how data is arranged within the file.

Select a Project Team

You should select a project team that is responsible for planning, setting up, and administering AS/400 Office. The number of people on a project team depends on the size of the project, the number of users in your office, and what support groups (such as a help desk) already exist in your office.

Review the Project Team Guidelines

When planning for AS/400 Office, you may want to divide the planning activities among several people. These people would become the project team. You can define a person's role by the planning activities he will do. One person may assume one or more roles. Review the following roles to help you select people from your office for the project team:

Office administrator: An office administrator has responsibility for office standards, procedures, and policies, and often becomes the technical expert for office programs on the AS/400 system. In some offices, an office administrator also assumes the responsibilities of the system operator and the security officer.

Text administrator: The text administrator has overall responsibility for planning and setting up word processing in your office, and establishing word processing standards and procedures. The text administrator must have a thorough knowledge of the capabilities of the word processing function (and DisplayWrite 4 if you are using that word processor on a personal computer). Most of the text administrator's activities are carried out in conjunction with the office administrator's activities.

File administrator: The file administrator has overall responsibility for setting up files in your office. It is important that this person become familiar with office procedures, because the usage of files may be determined by how current office data is used. Most of the file administrator's activities are carried out in conjunction with the office administrator's activities.

Educator: The educator develops, coordinates, and conducts training for your office users.

System operator: The system operator manages the AS/400 system and helps the people in your office with any AS/400 operations. In many offices, an office administrator assumes the responsibilities of the system operator and may take on a supervisory role because of the responsibilities involved.

Security officer: The security officer controls security on the system and helps the people in your office with any problems or security operations. In some offices, an office administrator assumes the responsibilities of the security officer.

PC technical coordinator: The PC technical coordinator coordinates and manages the use of personal computers and related programs in your office.

Assign Planning Activities

Review the "Office Tasks Checklist" on page A-3 and identify those tasks that are necessary to make your office installation successful. Every task identified should be assigned to someone to make sure that all planning tasks necessary for your office are completed before you set up AS/400 Office. You can add additional tasks that are unique to your office on this checklist. (Make as many copies of the checklist as you need.)

Office Tasks Checklist (page 1)

Done	Not Used		Person Assigned	Start Date	Completion Dates Target	Completion Dates Actual
		Chapter 1. Reviewing Your AS/400 Office				
☐	☐	Review AS/400 System Equipment				
☐	☐	Review AS/400 System Licensed Programs				
☐	☐	Review Personal Computer Programs				
☐	☐	Review How Information Is Stored on Your System				
☐	☐	Select a Project Team				
☐	☐	Assign Planning Activities				
☐	☐	Determine Your Users' Needs				
☐	☐	Review Your Order for Equipment and Programs				
☐	☐	Establish Supply Requirements				
☐	☐	Plan and Schedule Education				
☐	☐	Establish Publications Requirements				
☐	☐	Establish a Transition Schedule				
☐	☐	Establish User Menus				
☐	☐	Establish Internal Procedures				
☐	☐	Establish Recovery and Backup Procedures				
		Chapter 2. Planning to Enroll Office Users				
☐	☐	Plan to Define the Administrator or Security Officer				
☐	☐	Plan for Different Types of Office Users				

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For each task you want to use on the checklist, write the name of the person you have assigned, the starting date for the task, and the target completion date. Make copies of the checklist and give them to the people who have responsibility for the tasks. They should write the actual date the task is completed and return the checklist to you.

The estimated start dates and target completion dates you assigned on the checklist can be used to prepare an overall schedule for setting up your office. After the schedule is established, you can monitor and control your office project. You might want to conduct review meetings to identify any problems or concerns before you actually begin to set up your office. The checklist could also be used as a basis for a report on the status of your office project.

Fill Out Planning Worksheets

Appendix A contains worksheets that can help you plan for AS/400 Office. These worksheets can be useful for getting all the appropriate information you need in one convenient place to install your office.

Some of the planning worksheets help you answer prompts on the AS/400 displays when you are setting up your office. Other worksheets help you decide when or how certain things should be done in your office. Make additional copies of the worksheets as you need them.

Determine Your Users' Needs

It is important to understand what types of work are done in your office today in order to plan effectively for your users' needs. To identify your users' needs, you might want to conduct a survey. A survey easily and quickly gathers information on current work and helps you understand the users' specific needs. Each user should fill out the "Office and Users' Requirement Survey" on page A-5. You can identify common jobs by asking each user to give you a work sample of each job listed on the survey.

Prepared by _____

Dept _____

Office and Users' Requirements Survey (page 1)

Text

Please list your most important documents.

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

What kinds of documents do you type?

Memos or 1-page documents _____%
Multipage documents _____%
Statistical _____%
Repetitive _____%
Rough drafts _____%
Rush _____%
Confidential _____%
Other _____%

Document formatting considerations. Check all items that you use:

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The results of this survey can be the basis for your project team's planning. For example, the educator may use the information to tailor the training of your users. The survey results can help your file administrator determine data requirements for reports and data/text merge documents. The information from the survey can also help you determine the easiest and most productive methods to produce the types of documents that are used in your office.

Review Your Order for Equipment and Programs

You should review the list of equipment and programs currently installed, on order, or to be ordered with your IBM representative or your IBM-approved remarketer. You should review your order and make any necessary changes. You may find you need to make changes based on any new information you may have gathered through the *Office and Users' Requirements Survey* suggested in "Determine Your Users' Needs" on page 1-8.

You may discover you need to:

- Add equipment or programs not included in the original order. For example, you may discover that you need additional display stations to meet the needs of your office.
- Resolve any equipment or program inconsistencies. For example, you may discover that the best printer for your word processing needs is a letter-quality printer rather than a draft-quality printer.
- Increase the capacity of the AS/400 system to meet your work requirements. For example, you may decide to add a program such as Query, which requires additional storage.

You should coordinate the delivery schedules of your equipment and programs because each piece of equipment and each program may be available on different dates. When you coordinate the delivery schedules, you ensure that all the necessary equipment and programs are at your office in time for the installation.

Establish Supply Requirements

You should review your survey to identify any additional supplies you may need. For example, you may need other type styles available for a printer; therefore, you need to order the appropriate print wheels.

Some of the supplies you should consider ordering for your office are:

- Printer paper
  - Bond
  - Letterhead
  - Labels
- Printer ribbons
- Print wheels
- Display station screen filters

You can find the paper size and weight specifications for individual printers in the appropriate printer guides. If you have a unique type of paper, it is recommended that you test it on the type of printer you have ordered to verify that it will work.

Part numbers and samples of type styles available for printers can be found in the *IBM DIRECT* catalog. It is recommended that you order at least one extra print wheel as a backup for each of the type styles you most commonly use.

If you have other IBM equipment, ordering AS/400 supplies should not differ greatly from your existing ordering procedures. After you determine the method, document and include this method in your internal procedures manual discussed in "Establish Internal Procedures" on page 1-13.

Plan and Schedule Education

The people you have assigned on the project team should schedule their education as soon as they are selected and before they are heavily involved in any planning activities. You can get an *AS/400 Education Curriculum Planning Guide*, GR20-5047, from your marketing or service representative. This guide contains a detailed description of each available course, which includes the duration, fees, recommended background, and a summary of prerequisites for the course. For additional information on education, see the *Catalog of IBM Education*, G320-1244. If you are working with an IBM systems engineer, ask for help in selecting classes.

IBM classroom courses are offered only on specific dates. You should coordinate your users' work schedules so they are available when the classes are available. Self-study courses should be conducted away from a person's work area to avoid interruptions and to allow good concentration. Guided Learning Center (GLC) courses are offered on half-day intervals for your convenience.

It is beneficial if your project team or the people planning for AS/400 Office receive training on the following items:

- Using display stations
- Operating printers
- Using diskettes and tape
- Using security

You should tailor the education and training program for your users. To educate your users effectively, you can use the results from the Office and Users' Requirements Survey suggested in "Determine Your Users' Needs" on page 1-8 to see what your users need to know. You can then identify specific areas that need more education than others. Take some of the sample documents you received with the survey and use them as training documents.

- Training can be directed toward specific jobs. For example, not everyone may need to be an expert at editing text.
- Training can be tailored to emphasize the specific work stations, keyboards, and printers that will be most frequently used by each operator.
- Document formats can be created for each user or group of users. Document formats help establish consistency and can give the user a quick start.

Online Education

A tutorial about many aspects of the AS/400 system, including AS/400 Office, is available on the system. It includes a system introduction and concepts, and provides information about basic daily operations. Each tutorial course takes 30 to 45 minutes to complete. To access the tutorial, press F13 (User Support) on any system menu, and the User Support menu is shown. Then, select the option to use online education.

Plan to Use Information Provided with the Office Programs

In addition to self-study and classroom courses, you can use the existing information that comes with the AS/400 Office programs to help train your users.

Learning Guides and User's Guides

AS/400 Office provides learning guides, user's guides, and an overview of common tasks.

- *Office Learning Guide*
- *Word Processing Learning Guide*

Learning guides are provided with AS/400 Office. The learning guides have exercises with step-by-step instructions for using common AS/400 Office functions. A separate learning guide provides information about the word processing function. These guides can help your office users get started using the AS/400 Office functions.

- *Office User's Guide*
- *Word Processing User's Guide*

User's guides are also provided with AS/400 Office. These manuals have detailed information about all the AS/400 Office functions. After your office users have become familiar with AS/400 Office using the learning guides, they can refer to the user's guides for more detailed information about tasks.

- *Office Common Tasks*

This pocket-sized manual has brief reference information for using common AS/400 Office tasks. After office users have become familiar with AS/400 Office, they can use this manual to quickly review the steps necessary for a particular task.

More information about these manuals and about other related manuals is in "Related Printed Information" on page v.

Online Information

The online information consists of information that you view on your display. There are two kinds of information online:

- Online help information
- Index search

Online help explains the meaning of each display and each field on the display, including system messages that appear at the bottom of displays. To see the help, position the cursor on the area of the display that you want information about and press the Help key.

Index search is a set of information modules about AS/400 topics. You can specify the topic you want to see information about. To use index search, press the Help key and then press F11 (Search Index).

For more information about how to interact with your AS/400 system, see the *System Operations: Display Station User's Guide*, SC21-9744.

Establish Publications Requirements

Review the *Information Directory* to determine if you would like to order additional manuals. The *Information Directory* has a description of all AS/400 manuals, and information about obtaining the manuals.

Establish a Transition Schedule

When you start to use AS/400 Office, you will have a transition period from the way things are done now to the way things will be done on the AS/400 system.

To establish this schedule, you must assign priority to jobs currently done in your office. Certain jobs can be started on the AS/400 system right away while other jobs can wait. This allows your users to continue using the previous operation or system while they are learning the AS/400 system. This method of changing over to a new system helps lessen possible anxiety experienced by your users. You can review the survey your users filled out in "Determine Your Users' Needs" on page 1-8 to help you identify the jobs that are currently done in your office.

This schedule depends on your supply requirements and education schedule. For example, you cannot do a job if you are missing the print wheel specified for that job. You need to make sure the appropriate supplies are on hand when you move to the new system. You need to make sure that your users are trained to do the job that you have scheduled to move to the AS/400 system. If your users are not trained, they will not be as productive on the new system.

To help you keep track of your movement from the old operation to the new operation, use the "Transition Worksheet" on page A-7. You should set target dates for testing and actual implementation for each identified job in your office. This plan will help you notice if you are falling behind or taking too long to move over to the new system. When you notice these problems ahead of time, you can make adjustments to compensate for any lost time.

Prepared by _____

Dept _____

Transition Worksheet

Department	Job	Testing Dates		Implementation Dates		Remarks
		Projected	Completed	Projected	Completed	

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Establish User Menus

If users are going to use other programs in addition to the AS/400 office programs, it may be worthwhile to design a tailored menu for them. These menus can increase users' productivity by reducing the number of menus they need to use.

When you design a menu, you must consider how the menu will be used, the types of jobs you want the menu to control, and the level of experience or responsibility of the people who will use the menu. A well-organized and descriptive menu helps to increase the productivity of your office. You can create your own menus by using the screen design aid (SDA) utility program. For more information on creating your own menus, see the *SDA User's Guide/Reference.*

Establish Internal Procedures

To accomplish your work activities in the office, you follow certain procedures, whether written or oral. Some are rather informal and undocumented; others are formal and very structured in nature. You can think of a procedure as a logical sequence of events that produces an end product or outcome.

You should plan for the new procedures required to run your AS/400 Office so your users can understand their job responsibilities. Procedures give everyone in the office an opportunity to understand the number of steps required to complete jobs. Developing procedures can provide a smooth transition from your current system to the AS/400 Office by providing information specific to your office when training new users, and providing a reference for tasks done in your office.

Office procedures can be work-flow procedures which provide pictorial outlines of procedures from beginning to end. Office procedures can also be operating procedures that give clear instructions to the user about how office jobs should be completed.

Create an Internal Procedures Manual

As you create office procedures specific to your office, you should put them in a binder to create an internal procedures manual that can be referenced by the users of the system. For example, you could include information on text profiles, naming guidelines, and printing procedures. Having a printed document next to the user who is doing a specific job allows a better opportunity to follow the steps of the procedure while doing the job. If samples or copies of supporting materials are necessary to understand the steps of the procedure, this material can be included in this manual.

You should consider storing your procedures as documents in a folder on your system. When you do this, the procedures are easily available to be updated, viewed, or printed.

It might be necessary to keep office procedures available both on the system as well as in a manual for greater flexibility. You must weigh those advantages against the update requirements to determine which is the best possible solution.

After you have created your procedures manual, you should have someone who is not familiar with your work test your procedures. This person should work through the procedures to create a work sample.

Establish Recovery and Backup Procedures

As part of your responsibilities as administrator, you should develop recovery and backup procedures, and include them in your internal procedures manual. Recovery and backup procedures involve saving the information on your system on offline storage (diskette or tape). If this information is destroyed or damaged on your system, it can be restored from the offline storage.

Recovery procedures deal with the system and its functions, and backup procedures deal with the objects you create on the system and that you need to protect or store for future use.

Recovery Procedures

Recovery procedures are like insurance: they help protect you against loss and reduce the problems of disruption. Your AS/400 system has many built-in recovery aids that help protect you against loss of function and loss of system use. Some of these aids are automatically started when the system detects an abnormal condition. You can use system aids to isolate and correct abnormal conditions. But, like any other system, it has only limited control over operator errors or externally caused conditions.

The AS/400 Office programs that you have decided to use are loaded before system delivery or installed on your system from tapes provided by IBM. If your system came with loaded programs, you should make sure you have a copy of these office programs so they can be reinstalled on your system if required. When you make certain personalized decisions, such as creating your own office menus, you should also have a copy of these on offline storage.

Consider developing recovery procedures that you can follow to restore your system in the event of a serious problem. The investment of time to write and follow recovery procedures will be rewarded in the event that they need to be used.

More information about recovery procedures is in the *Backup and Recovery Guide*.

Backup Procedures

You should consider planning backup procedures to periodically save some or all of your objects. Backup procedures should be designed to be used by anyone on your system who creates or changes objects. These users are the best at judging if and when to save information on offline storage. If you regularly save your objects from disk storage to diskette or tape, you will be able to restore the objects if they are deleted by accident.

When you begin to plan your backup procedures, check with the security officer and system operator to see if they have backup procedures for the system.

The type of objects you save and how often you save them depends on:

- How critical the object is
- How much information has been created or changed
- How often and when the system is available
- The number of AS/400 Office users
- How much time is required to save the object (for example, it may be worth 30 minutes to safeguard 60 hours of work)

You should set up a schedule to save your objects on a regular basis so the information stored on diskette or tape is current. You might also plan to use more than one set of diskettes or tapes in case a problem occurs during the save operation. For example, you could save information on one set of diskettes or tapes on Monday and Wednesday and on a second set of diskettes or tapes on Tuesday and Thursday. That way, in addition to the set of diskettes or tapes you use for saving the current day's information, you also have a second set that is only one day out of date. If you use a third set of diskettes or tapes on Friday, you also have another copy as current as the end of the previous week.

Day of the Week	Diskette or Tape
Monday	A
Tuesday	B
Wednesday	A
Thursday	B
Friday	C

You can use the "Backup Schedule Worksheet" on page A-9 to help you plan and keep track of what information you save and how often you save it. When an office user saves a document or folder, he might want to use the "Save Documents and Folders Worksheet" on page A-25 to specify how and where the object is saved. Information about using this worksheet is in "Plan to Save, Restore, and Delete Documents and Folders" on page 3-18.

Backup Schedule Worksheet

Prepared by _____

Dept _____

Object Type	Object Name	Person Assigned	Schedule

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On the worksheet, write the type of object (file, library, folder, or document), the name of the object, the person responsible for saving the object, and the schedule (daily, weekly, or monthly).

The following commands are used for saving and restoring objects:

- To save documents and folders, use the Save Document Library Object (SAVDLO) command.

- To restore documents and folders, use the Restore Document Library Object (RSTDLO) command.
- To save a file, use the Save Object (SAVOBJ) command.
- To restore a file, use the Restore Object (RSTOBJ) command.
- To save a library, use the Save Library (SAVLIB) command.
- To restore a library, use the Restore Library (RSTLIB) command.

For more information about saving and restoring documents and folders see "Plan to Save, Restore, and Delete Documents and Folders" on page 3-18. For information about saving and restoring files and libraries, see the online information for the appropriate command.

Chapter 2. Planning to Enroll Office Users

To use AS/400 Office, each user must have:

- A **user profile**, which allows the user to sign on the system. The user profile contains information about the user's authorizations to use the system. Every system user must have a user profile. A user profile can be created during office enrollment, or the security officer can use a command to create a user profile before office enrollment. Information about using a command to create a user profile is in the *Security Concepts and Planning* manual. If a system is operating at level 10 security, a user profile is created when a user signs on the system with a name that does not have an existing user profile. More information about security levels is in "Plan for Levels of Security" on page 6-3.

- A **system distribution directory entry**, which allows a user to receive distributions such as messages and documents, and to work with documents and folders. The system distribution directory contains names, mailing addresses, and other information about system users. Each system user who wants to receive distributions on the system from other system users, or work with documents and folders must have a system directory entry. A system distribution directory entry can be created during office enrollment. It can also be created before office enrollment by selecting an option on the Work with Directory display, or by using the appropriate command. More information about system distribution is in Chapter 7, "Planning for AS/400 Office in a Network."

- An **office enrollment record**, which allows the user to do AS/400 Office tasks. Each user that wants to use AS/400 Office must have an office enrollment record in addition to a user profile and a system distribution directory entry. The office enrollment record is created when you enroll a user in office, using the Administration function of AS/400 Office.

When you enroll a user in office, an office enrollment record is always created. If the user does not already have a user profile and a system distribution directory entry, these are also created when you enroll a user in office.

When you enroll a new office user, you can use enrollment information for a different user. For example, if an administrator is enrolled first, and most of the information for the administrator will be the same as the other office users, you can copy the administrator's enrollment information and use it for the other office users. When you enroll each user you can make changes to this information as necessary. This can save time when you actually enroll the users, and can ensure that enrollment information is consistent in your office.

Before you enroll office users, you might want to prepare one or more of the following:

- Calendars and calendar groups

  When you enroll an office user, you can assign a calendar and calendar group for the user. A calendar group is a group of calendar names that can be used to schedule a group appointment (meeting). If you want to use calendar groups, you might want to plan to set up the calendar groups before you enroll your office users. If you want to assign a calendar to a user, you can create the calendar before you enroll the user, or you can have a calendar created automatically. "Plan for Managing Calendars" on page 8-1 has information about planning for and using calendars and calendar groups.

- Distribution lists

  When you enroll an AS/400 Office user, you can include them in distribution lists. A distribution list is a list of entries from the system distribution directory, used to simplify sending the same distribution to a group of users. "Plan for Distribution Lists" on page 2-7 has information about creating and using distribution lists.

- Personal directories

  When you enroll an AS/400 Office user, you can assign a personal directory that will be the first personal directory the user sees when he wants to work with personal directories. A personal directory contains information that is defined by the user. "Plan for Personal Directories" on page 8-2 has information about planning and using personal directories.

- Group profiles

  You can use a group profile to give the same authority to a group of user profiles. If you want to use group profiles, you might want to plan to set up the group profiles before you enroll your office users. You set up a group profile in the same way you set up a user profile for an office user, except a group profile cannot be a member of another group profile. "Group Profiles" on page 6-7 has more information about group profiles.

- Access codes

  If you used access codes on previous systems and intend to continue using access codes for compatibility reasons, you should plan for the access codes you need to add to the system before enrolling users. Once the access codes are added, you can select the access codes you want for each user during enrollment. For more information about access codes, see "Access Codes" on page 6-9.

- Accounting codes

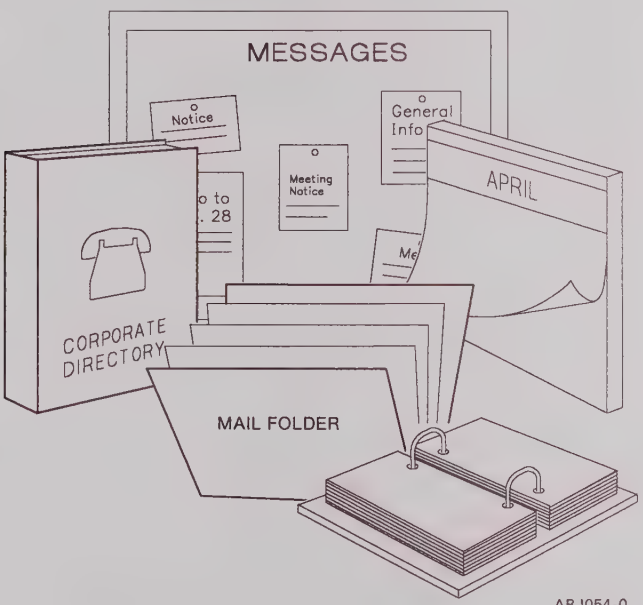
  You can use accounting codes to record how much computer resource time is used by each user. An accounting code can be up to 15 characters. If you want to use accounting codes, you must set up your own conventions for creating and using them. For more information about accounting codes, see the *Security Concepts and Planning* manual.

After you have enrolled an AS/400 Office user, plan to give your AS/400 Office users their user ID, address, password, calendar name, and user profile name. After the users are enrolled, they can change some of their own enrollment information. The *Office User's Guide* has information for the office users about how to change this information.

This chapter describes planning to enroll an office administrator and other types of office users, planning for distribution lists, and planning for personal directories. Procedures for actually enrolling users and creating distribution lists are explained in the *Office Setting Up and Administering Guide*. Procedures for creating a personal directory are in the *Office Learning Guide*.

This chapter presents the following planning information:

- Plan to Define the Administrator or Security Officer
- Plan for Different Types of Office Users
- Plan for Creating User ID/Addresses
- Plan for Distribution Lists
- Rules for Names
- Plan for Enrolling Direct Users
- Plan for Enrolling Indirect Users



Plan to Define the Administrator or Security Officer

The security officer controls all of the security authorizations provided with the system. When a system is set up, the security officer must be added to the system distribution directory. After the security officer has been added to the system distribution directory, he can enroll himself and others in office.

An administrator controls the authorization of functions and data in AS/400 Office, and is a focal point for all other office users. An administrator sets up office procedures and guidelines to promote consistency and efficiency in the office. An administrator should understand office procedures and requirements, and be familiar with equipment, training, and workload for the office.

Office users cannot enroll themselves in AS/400 Office. Only an administrator or the security officer can enroll other users. Before you can enroll other users, you must

have a user profile that identifies you to the system as the security officer or as an administrator.

If you are the security officer, you can use the user profile and password that are shipped with the system for the security officer.

If you are an administrator, but not the security officer, you must have the security officer enroll you in office as an administrator, and assign you a user profile with special authority of security administrator (*SECADM). This authority allows you to enroll others in AS/400 Office.

Plan for Different Types of Office Users

When you enroll office users, you can enroll them as direct or indirect users. The system distribution directory entry for each user indicates whether the user is a direct user or indirect user.

A **direct user** is a person who signs on the system. An administrator is a direct user who can do some office tasks that are not allowed for other direct users, such as enroll AS/400 Office users.

An **indirect user** is a person who is enrolled on the system but does not sign on the system. The only way indirect users use AS/400 Office is to receive printed copies of mail items addressed to them.

The system distribution directory entry indicates that the user is an indirect user, and also indicates if the indirect user is to receive personal mail. (The sender of a mail item determines whether the mail item is personal.)

When a document is printed for an indirect user, the first page of the document is a cover sheet indicating who the document is for, who the sender is, what the subject matter is, and any messages that the sender included. If the document is personal, that fact is also specified on the cover sheet. If a personal document is sent to an indirect user who has elected not to receive personal mail, only a cover sheet is printed for the user, indicating that an attempt was made to send a personal document to that indirect user. The distribution itself is rejected and an error is sent back to the sender, indicating that the indirect user does not receive personal mail.

If an indirect user elects to receive personal mail, consider the location and security of the printer that will print that mail. If it is in an unsecured area, the security of the document could be compromised.

Plan for Creating User ID/Addresses

In the system distribution directory, each office user must have a user ID/address consisting of two parts. On office menu and command prompts, the first part is called the **user ID** and the second part is called the **address**. Although the second part is called an address, it does not necessarily specify the location of the user. (The office user ID/address is used for office tasks only; it is not used to sign on the system.)

Following the user ID/address is a description of the user ID/address, which lets you further define the system distribution directory entry. Each description must be unique to all entries in the directory. You can add a new description to an existing

user ID/address so you have more than one system distribution directory entry for a user. You might want to have more than one entry if the user has more than one type of responsibility that involves different distribution lists. See "Using Descriptions" on page 2-7 for information about having more than one system directory entry for a user.

You can sort the entries in the directory on the basis of the description field. To take advantage of this function, it would be helpful to set up a convention for assigning consistent information for the description field. For example, if you set up the convention of giving each user a description of last name, first name, and middle name, you would have an alphabetic listing of the users on your system when you sort the directory entries on the basis of the description field.

User ID	Address	Description
ABRAHAMB	SMITH	Smith, Abraham Bromwell
FREDRICG	STAUB	Staub, Fredrich Gossens

You can use the "User ID/Address Worksheet" on page A-11 to plan for creating the user ID/addresses for your office.

Rules for Assigning User ID/Addresses

All user ID/addresses must follow these rules:

- All user ID/addresses consist of two parts, each part 1 to 8 characters in length.
- Two or more local users cannot have the same user ID. For example, if you have an entry for JOHN PLANNER in the directory, JOHN DIPLOMAT would be an invalid user ID in the same system.
- User ID/address characters can be alphabetic (A to Z), numeric (0 to 9), or the following characters: pound (#), dollar ($), at (@), comma (,), slash (/), apostrophe ('), ampersand (&), or period (.).
- If you enter lowercase alphabetic characters on your work station, the system translates them to uppercase characters and stores them as uppercase characters. This is true for alphabets in all languages.
- The first character of either part of a user ID/address cannot be blank.
- Blanks can be specified in the middle of either part of a user ID/address.

  To avoid confusion, user IDs are often the same as the user profile name, which is used to sign on the system. However, if you leave blanks in the user ID, it cannot be identical to a user profile name because you cannot use blanks within a user profile name. A user profile name must begin with an alphabetic character (A to Z, $, #, or @) and can be followed by up to 9 alphameric characters (0 to 9, A to Z, $, #, @, _, or .). However, the user profile name cannot have more than 8 characters if it is the same as the user ID.
- Blanks following the user ID are ignored.

The following examples show some valid and not valid user IDs:

User ID	Address	Comments
JOHN	SMITH	Valid
JOHN	SMITH	Not valid: First character is blank
JOHN N	SMITH	Valid: Middle blanks are allowed
Pat	Mc Gann	Valid: Middle blanks are allowed, and lowercase letters are changed to uppercase
Pat	O'Brien	Valid: Apostrophe is a valid character

Recommendations for Assigning User IDs

When assigning user IDs, pick a two-part user ID/address that is unlikely to change. The two-part user ID/address should represent the user as long as possible.

To avoid confusion, it is recommended that the user ID be the same as the user profile name (which is used to sign on the system).

If your system is part of a network, the user ID/address, taken together, must refer to only one user on the network. The system cannot detect or prevent duplicate user IDs between systems, and distributions might be delivered to the wrong user. For example, if Anne Smith is a planner in New York, and Anne Jones is a planner in Philadelphia, they should not both have ANNE PLANNER as their user ID. You might want to use the location or the system name for the address. The system name is a predefined name used to identify each system.

To change a user ID in the system distribution directory, you must first delete the old directory entry, then add a new one. When you delete a directory entry, the system deletes that entry in all the distribution lists that name the entry, but those distribution lists must then be manually updated to add the new entry.

If you are using the Professional Office System (PROFS) bridge, the address part of the user ID must be the first 8 characters of the system name. For more information about PROFS bridge, see the *Distribution Services Network Administrator's Guide*.

Using Group Names for the Address

Another way to assign user IDs is by having the address part of the user ID identify a group of users, for example:

- Department name or number: TSBERG DEPT22
- Project name or number: ABSHAW APOLLO
- Job category: ABSHAW PLANNER
- System name: ABSHAW SYSTEMC

The advantage of using group names for the address part of the user ID is that, in a network of systems, you can use default user ID/addresses to reduce the number of directory entries you need for remote users. For more information, see "Using Default User ID/Addresses" on page 7-2.

One disadvantage, however, to using group names is that department names and numbers can change, and the assignments of individuals can change. When they do,

user IDs that show the project or department have to be changed, not only in the system distribution directory, but also in the records of all the users who send them distributions.

Using Descriptions

You can add a new description to an existing user ID/address in the system distribution directory so that one user ID/address has more than one description. If you have more than one description for a user, it is helpful to have one master description for each user. This description should follow a convention you have set, such as using the last name, first name, and middle name. Additional descriptions could be added that indicate the user's responsibilities. For example, if user John T. Smith is both a project team leader and the security officer, he could have the following entries:

```
JOHNT      SMITH      Smith, John Tillson
JOHNT      SMITH      Team leader for project 3
JOHNT      SMITH      Security officer
```

In descriptions, upper and lowercase letters are significant to the system. For example, the following directory entries are different:

```
JOHNT      SMITH      Security officer
JOHNT      SMITH      SECURITY OFFICER
```

If a new user takes over another user's responsibility, you can assign the new user's ID/address to the description for that responsibility and automatically update the distribution lists that contain that description. For example, if Toni A. Nichols replaces John T. Smith as team leader for project 3, you could change the user ID/address for the description. Change the following entry:

```
JOHNT      SMITH      Team leader for project 3
```

to:

```
TONIA      NICHOLS    Team leader for project 3
```

Any distribution list that has the description `Team leader for project 3` is automatically updated by changing the user ID/address from JOHNT SMITH to TONIA NICHOLS.

Note: You cannot add a description to a user ID/address or assign a new ID/address to a description during Office enrollment. The *Distribution Services Network Administrator's Guide* has instructions to work with the system distribution directory to do these tasks.

Plan for Distribution Lists

A distribution list is a list of directory entries from the system distribution directory. Distribution lists are used by office users and object distribution users to simplify the work of distributing documents or mail items to the same set of users more than once, or distributing documents or mail items to a set of users using only one command. When distributing a document or mail item, a user can specify entries for one or more distribution lists, one or more users, or any combination.

A distribution list can include entries for direct and indirect users and for remote distribution lists, but cannot include local distribution lists. A remote distribution list is a list of users on a remote system, which is accessed by a communications line. A local distribution list is a list of users on the local system. Local user IDs must already be defined in the system distribution directory before being added to a distri-

bution list. Remote user IDs or remote distribution list IDs must be defined in the system distribution directory, or the system distribution directory must have an entry with an ID of *ANY or *ANY *ANY for that remote node. If you want more information about remote IDs, see the *Distribution Services Network Administrator's Guide*.

Like user IDs, distribution list IDs have two parts. To make it convenient to manage the system, set up a naming convention for list IDs; for example, DEPT0001 DLIST and DEPT9999 DLIST could be list IDs for two departments, and PROJ22 PLIST and PROJ32 PLIST could be list IDs for two projects. The same rules and restrictions that apply to user IDs (such as number of characters allowed) also apply to distribution lists. See "Rules for Assigning User ID/Addresses" on page 2-5 for those rules.

If a user is specified to receive a distribution more than once, more than one copy of the distribution could be sent to that recipient. The system follows these general rules:

- User IDs that appear on two or more distribution lists receive the item only once.
- User IDs that are on a distribution list, and that are also named explicitly, receive the item only once.
- User IDs that are named explicitly more than once, or that appear more than once on the same distribution list, receive a separate copy for each time the name appears.

For example, distribution list REGION1 DLIST includes the following users:

```
ABRAHAMB     SMITH    Smith, Abraham Bromwell
BARBARAF     JOHNS    Johns, Barbara French
```

and distribution list REGION2 DLIST includes the following users:

```
ABRAHAMB     SMITH    Smith, Abraham Bromwell
LUCYJ        MILLER   Miller, Lucy Jean
```

If an office user sends distributions to the following:

```
REGION1      DLIST
REGION2      DLIST
ABRAHAMB     SMITH
JOHNT        SMITH
JOHNT        SMITH
```

the following copies are sent:

```
ABRAHAMB     SMITH    1   Named in both lists and once explicitly
BARBARAF     JOHNS    1   Named once in one list
LUCYJ        MILLER   1   Named once in one list
JOHNT        SMITH    2   Named explicitly twice
```

The following operations cause the system to update distribution lists automatically:

- A description is reassigned to a different user ID. Distribution lists are updated to reflect the change.
- A user ID or user profile is deleted. The user ID is removed from distribution lists. If the user whose user ID or user profile is deleted owned distribution lists, the ownership of those distribution lists is transferred to the user profile name QDFTOWN. Information about this user profile is in the *Security Concepts and Planning* manual.

You can include the names of remote distribution lists on your local distribution lists in the system distribution directory. These entries can either name the remote distribution list explicitly, as shown:

List ID		System
DEPT30	DLIST	NY

Or, the entries can be *ANY entries or *ANY *ANY entries that send distributions to other nodes when no match is found on the local system. If you want more information about remote IDs, see the *Distribution Services Network Administrator's Guide*.

When a distribution arrives at an AS/400 system from another system, and the distribution is addressed to a distribution list on the AS/400 system, the AS/400 system delivers the item only to the local users. If the local distribution list contains any remote user IDs, the items are not sent to any remote system. This prevents a distributed item from looping between systems, which could happen if two systems had distribution lists that pointed to each other.

Using Distribution Lists on Remote Systems

If your local distribution list names a distribution list on a remote system, then you need not name individual users on that list in your local distribution list. This reduces the effort needed to coordinate changes to distribution lists within the network. If changes are required, they need be made only to that distribution list on the remote system, and changes do not have to be made at the local system. This is particularly important if a distribution list on a remote system is named on several other distribution lists.

In addition, the people at each location are usually best qualified to determine who should be on a distribution list, and are aware of any changes that need to be made to the list. Other locations that distribute to that location need not be concerned about changes to personnel at that location. This has the advantage that, if a user is added or removed from the distribution list in Philadelphia, the Philadelphia list can be changed without needing to update the New York list.

Rules for Names

When you enroll office users, you must specify names for libraries, profiles, and other objects. Use the following rules when you plan these names:

A name must begin with an alphabetic character (A to Z, $, #, or @) and can be followed by up to 9 alphameric characters (0 to 9, A to Z, $, #, @, _, or .). Because most system-supplied objects on an AS/400 system begin with Q, the name should not start with a Q. Blanks are not allowed within the name.

Plan for Enrolling Direct Users

As the system administrator, you can enroll new users, change user enrollments, and delete user enrollments. This section describes only the procedure to enroll new direct users. A direct user is a user who signs on the system to do office tasks.

You can use the "Enrolling Users Worksheet" on page A-13 to plan for enrolling office users. The information on the worksheets follows the same format as the prompts shown on the enrollment displays. When you actually enroll users, most or all of the enrollment displays will be shown, depending on which selections you make on the displays.

Each of the prompts on those displays is described below. Use this information to help you fill out the worksheet.

Add Office User Display

The information for this display is used to create the office enrollment record, and the user profile and system directory entry if they do not already exist.

User ID/address: Write the user ID and address of the user you are enrolling. You can use information from the "User ID/Address Worksheet" on page A-11. You can enroll only one user at a time. An entry in this field is required to enroll the user in AS/400 Office.

Description: Write a description of the user ID/address. You can use information from the "User ID/Address Worksheet" on page A-11. See "Plan for Creating User ID/Addresses" on page 2-4 for information about the description. If a system directory entry already exists for this user ID/address, this prompt is ignored. If a system directory entry does not already exist, an entry in this field is required and must be unique among all other entries in the directory.

User profile: Write the user profile name for the user you are enrolling. (The user profile name is used to sign on the system.) The user profile might already exist for this user. The user profile name can be the same as the office user ID. If a system directory entry already exists for this user ID and address, this prompt is ignored. The default for this prompt is the user ID. A user profile name must begin with an alphabetic character (A to Z, $, #, or @) and can be followed by up to 9 alphameric characters (0 to 9, A to Z, $, #, @, _, or .).

Indirect user: Check N (No) for the user to be enrolled as a direct user.

Password: Write the password that this user will use to sign on. If a user profile already exists for this user ID and address, the password specified in the user profile is used and this field is ignored. If you specify a user profile name that does not exist, and do not specify a password, a password that is the same as the user profile name is created. A password can be up to 10 characters; the first character must be alphabetic (A to Z) and the other characters can be alphabetic or numeric (0 to 9). If a password is not specified for this prompt, the user profile name is assigned as the password.

Note: A password is not required if your system is at security level 10; anyone can sign on the system by entering any name.

Change System Information Display

Copy from: If you write an existing user ID and address for this prompt, the system copies the existing system information for that user and uses it as the basis for the new user's system information. You might want to use this prompt if several users have the same system information. This prompt is optional.

Group profile: If you want the user to use a group profile, write the name of an existing group profile. Using a group profile is a way to give the same authority to

a group of user profiles. If you specify a group profile for this prompt, the user being enrolled has the same authority as the group profile unless he also has specific authority. This prompt is optional. "Group Profiles" on page 6-7 has more information about group profiles.

Accounting code: If you want to use accounting codes to record how much computer resource time is used by each user, write the accounting code number that is to be assigned to this user profile. An accounting code can be up to 15 characters. You must set up your own conventions for creating and using accounting codes. This prompt is optional.

Maximum storage: If you want to limit the amount of storage the user can use on the system, write the maximum amount of storage for that user. Use values from 1 to 2,147,483,647 bytes, or *NOMAX. This prompt is optional. If you do not specify an amount, an unlimited amount of storage (*NOMAX) is assigned. The *Security Concepts and Planning* manual has more information about assigning maximum storage.

Limit capabilities: Check Y (Yes) if you want to restrict the user to the operations available on the initial menu or the initial program (which you specify in the following prompts). Check N (No) if you want the user to be able to do any operations to which he is authorized.

Initial program: Write the name of the program that you want to be run when the user signs on the system. An initial program cannot have parameters. If both an initial program and an initial menu are specified, the initial program is run first, then the initial menu is displayed. If no initial program is specified, the AS/400 Main Menu is shown when the user signs on. If you use the default initial program (QOFINLPG in library QOFC), the AS/400 Office Menu is shown when the user signs on.

Note: The AS/400 Office Menu does not have a command line. If a user needs a command line, use a different initial program or blank out the name of the initial program and library.

Library: If you specified an initial program, write the name of the library that contains the initial program. The default is *LIBL, which means the library list is searched for the program.

Initial menu: Write the name of the menu that you want to be displayed when the user signs on the system. If both an initial program and an initial menu are specified, the initial program is called first, then the initial menu is displayed. If you do not want to change the initial menu, leave this field blank.

Library: If you specified an initial menu, write the name of the library that contains the initial menu. This prompt is optional and defaults to *LIBL, which means the library list is searched for the menu.

Change Enrollment Information Display

The information from this display is used to update the office enrollment record and the user profile.

Copy from: If you write an existing user ID and address for this prompt, the system copies the existing enrollment information for that user and uses it as the basis for the new user's enrollment information. You might want to use this prompt if several users have the same enrollment information. This prompt is optional.

Administrator: Check Y (Yes) if you are enrolling this user as an administrator. Check N (No) for all users who are not administrators. This prompt automatically shows N (No).

Allow commands in documents: Check Y (Yes) if you want to allow the user to use the RUN instruction to run control language (CL) commands within a document. Otherwise, check N (No). This prompt automatically shows N (No). More information about using the RUN instruction can be found in the *Word Processing User's Guide*.

Printer: Write the name of the printer to be used when the user requests that a mail item be printed. If this field is left blank, the system printer is assigned.

Message queue: Write the name to be used for this user's message queue. A message queue is a list (created by the system) on which messages are placed when they are sent to a user. If a user profile already exists for this user, the message queue name specified in the user profile is used. For information about message queue names, see "Rules for Names" on page 2-9.

Library: Write the name of the library to contain the message queue. The default is *LIBL, which means the library list will be searched for the message queue.

Option 50 prompts: On the AS/400 Office menu an option 50 is shown. For each office user, you can have a specified program called when the user selects option 50. The following prompts determine what this user can do with option 50. The prompts are optional.

- **User program:** Write the name of a user program that this user frequently uses. This program is called when the user selects option 50 on the AS/400 Office menu.
- **Library:** Write the name of the library that contains the user program. The default is *USRLIBL.
- **Option text:** Write the words for option 50 that the user sees on the AS/400 Office menu. The maximum number of characters is 40. This field is required if a user program is specified; otherwise, it is ignored.

Change Directory Information Display

Copy from: If you write an existing user ID and address for this prompt, the system copies the existing directory information for that user and uses it as the basis for the new user's directory information. You might want to use this prompt if several users have the same directory information. This prompt is optional.

Mailing address: Write the mailing address of the user you are enrolling. You can type the address in any format you wish, using some or all of the address lines available.

Location: Write the location name, number, or code. For example, a person's location can be a building number, an office number, and so on. This prompt is optional.

Telephone numbers: Write the telephone number of the user you are enrolling. Write the number in any format you wish. For example, you can write the country, area, or city code; the telephone number; and the extension. You may want to

establish a standard way of entering telephone numbers (such as using parentheses around area codes) for consistency. You can specify one or two telephone numbers.

Change Environment Information Display

The information from this display is used for the office enrollment record and for the user profile.

Copy from: If you write an existing user ID and address for this prompt, the system copies the existing environment information for that user and uses it as the basis for the new user's environment information. You might want to use this prompt if several users have the same environment information. This prompt is optional.

Message notification within office: You can specify how the user will be notified if a message is received while the user is using AS/400 Office. Write 1 if you do not want the system to inform the user that a message was received. Write 2 if you want the system to turn on a message-waiting light or to sound an alarm when a message arrives. Write 3 if you want the system to interrupt whatever the user is doing and display the message. Write 4 if you want the message notification to be the same as is currently defined in the user profile. This prompt is optional and automatically shows 4.

Default library: Write the name of the library where you want the objects the user creates to be placed when the user specifies *CURLIB. If the user has an existing user profile, the default for this prompt is the library specified in the user profile. (The default library in the user profile is *CRTDFT.) If you specify a library that does not exist, the library is created. For information about library names, see "Rules for Names" on page 2-9.

Initial directory: Write the name of the initial personal directory for this user. If you leave this field blank, the user will have to select a personal directory each time he wants to use a personal directory. See "Plan for Personal Directories" on page 8-2 for more information.

Default folder: Write the name of the folder that will be used whenever a folder is needed but not specified by the user. If you leave this prompt blank, the default folder name is the first 8 characters of the user profile name.

Change Calendar Information Display

The information from this display is used to assign an initial calendar for the user being enrolled. You might want to create the calendars before you enroll users. More information about creating and using calendars is in the *Office User's Guide*.

Copy from: If you write an existing user ID and address for this prompt, the system copies the existing calendar information for that user and uses it as the basis for the new user's calendar. You might want to use this prompt if several users have the same information for their calendars. This prompt is optional.

Initial calendar: Write the name of the first calendar the user will see when using calendars. The default for this prompt is the user ID. If you use blanks for this prompt, the user will have to select a calendar each time they use calendars. If you name a calendar that does not exist, one is created. A calendar name can be up to 10 characters, and cannot begin with a blank or an asterisk (*).

Initial calendar group: Write the name of an existing calendar group. A calendar group is a group of calendar names that you can use to schedule a group appointment. This prompt is optional and defaults to blanks.

Start day: Write the day of the week you want the display of this user's calendar to begin with. Use Mon, Tue, Wed, Thu, Fri, Sat, or Sun. For example, if you start the calendar on Mon, the user's five-day calendar shows appointments in the following order: Monday, Tuesday, Wednesday, Thursday, and Friday.

Start time: Write the time of day you want the display of this user's calendar to start with. You may want to use the time at which your company opens for business. When you enroll the user, the display shows the format to use for this prompt.

Time interval: Write the number of minutes per time slot in a calendar day. Use 5-minute intervals from 5 to 60. For example, if you specify 30 minutes, the calendar will show 9:00, 9:30, 10:00, and so on.

Time format: Write 12 if you want to use a 12-hour format for each day (midnight through noon; noon through midnight). Write 24 if you want to use a 24-hour format for each day. For example, 1:30P using the 12-hour format is the same as 1330 using the 24-hour format.

6-month calendar: Write Sun if you want the calendar on the AS/400 Office menu and the six-month calendar to start on Sunday. Write Mon if you want those calendars to start on Monday.

Owner: Write the user ID and address of the person who will own the calendar. If the calendar already exists, this prompt is ignored.

Manager: Write the user ID and address of the person who will manage the calendar. The manager could be the owner, administrator, a secretary, or any user who is responsible for scheduling appointments on the calendar. If the calendar already exists, this prompt is ignored.

Notify manager: Check Y (Yes) if you want the calendar manager to be notified when the calendar is changed. Check N (No) if you do not want the calendar manager notified. If the calendar already exists, this prompt is ignored.

Authority: Leave this field blank if you want no one except the calendar owner to have access to the calendar. Write 1 if you want Use authority, which means any user can look at the calendar, add tentative appointments or reminders, and change, move, or delete existing tentative appointments or reminders. Write 2 if you want Change authority, which means any user can look at the calendar, add tentative appointments or reminders, and change, move, or delete existing tentative appointments or reminders. However, personal appointments and reminders cannot be looked at or changed. If the calendar already exists, this prompt is ignored.

Description: Write a short description of the subject of the calendar. The maximum number of characters is 50. This description will be used as the title of the calendar. If the calendar already exists, this prompt is ignored.

Change Distribution List Membership Display

The information from this display is used to place the user being enrolled in distribution lists. A distribution list is a collection of system directory entries. You can use a distribution list to send mail items to a group of users in one step. A list of all existing distribution lists will be shown on this display, and you can choose the lists you want the new user to be in.

Copy from: If you write an existing user ID and address for this prompt, the system copies the existing distribution list membership information for that user and uses it as the basis for the new user's distribution list membership. You might want to use this prompt if several users are in the same distribution lists. This prompt is optional.

List ID: Write the distribution list IDs for all of the distribution lists to which you want the user added.

Authorize User to Access Codes Display

The information from this display is used to authorize the user being enrolled to access codes. An access code controls access to documents. For example, if a user is assigned access code 1104, the user can access all documents that are authorized by that access code. "Access Codes" on page 6-9 has more information about access codes.

Copy from: If you write an existing user ID and address for this prompt, the system copies the existing access code information for that user and uses it as the basis for the new user's access codes. You might want to use this prompt if several users have the same access codes. This prompt is optional.

Codes: Write the access codes to which you want the user authorized. Access codes can be from 1 through 2047.

Permit User to Handle Mail for Others Display

The information from this display is used to authorize the user being enrolled to handle mail for other users.

Copy from: If you write an existing user ID and address for this prompt, the system copies the existing mail handling authorization for that user and uses it as the basis for the new user's mail handling authorization. You might want to use this prompt if several users have the same authorization. This prompt is optional.

User ID/address: Write the user ID and address for each user whose mail you want the user you are enrolling authorized to handle.

Plan for Enrolling Indirect Users

As the security officer or an administrator, you can enroll new users, change user enrollments, and delete user enrollments. This section describes only the procedure to enroll new indirect users.

An indirect user is enrolled in office but does not sign on the system. Indirect users can only receive printed copies of mail items addressed to them.

You can use the "Enrolling Users Worksheet" on page A-13 to plan for enrolling office users. The information on the worksheets follows the same format as the prompts shown on the enrollment displays. When you actually enroll users, the enrollment displays that will be shown depend on what selections you make on the displays.

Each of the prompts on those displays is described below. Use this information to help you fill out the worksheet.

Add Office User Display

The information for this display is used to create the enrollment record, and the user profile and system directory entry if they do not already exist.

User ID/address: Write the user ID and address of the user you are enrolling. You can enroll only one user at a time. An entry in this field is required to enroll the user in AS/400 Office.

Description: Write a description of the user ID/address. See "Plan for Creating User ID/Addresses" on page 2-4 for information about the description. If a system directory entry already exists for this user ID/address, this prompt is ignored. If a system directory entry does not already exist, an entry in this field is required and must be unique among all other entries in the directory.

User profile: Write the name of the user profile for the user you are enrolling. A user profile might already exist for the user. The user profile name can be the same as the user ID. If a system directory entry already exists for this user ID/address, this prompt is ignored. The default for this prompt is the user ID. For information about user profile names, see "Rules for Names" on page 2-9.

Indirect user: Check Y (Yes) for the user to be enrolled as an indirect user.

Password: If a user profile already exists for this user ID/address, the password specified in the user profile is used and this prompt is ignored. If no user profile exists, the default for this prompt is *NONE.

Change System/Environment Information Display

The information from this display is used to update the office enrollment record.

Copy from: If you write an existing user ID and address for this prompt, the system copies the existing system/environment information for that user and uses it as the basis for the new user's system/environment information. You might want to use this prompt if several users have the same system/environment information. This prompt is optional.

Print personal mail: Check Y (Yes) if you want personal mail received for this user to be printed. (The sender classifies the mail as personal.) Check N (No) if you do not want personal mail printed.

Printer: Write the name of the printer to which the user's mail is to be sent for printing. If this field is left blank, the system printer is assigned.

Group profile: If you want the user to use a group profile, write the name of an existing group profile. Using a group profile is a way to give the same authority to a group of user profiles. If you specify a group profile for this prompt, the user being enrolled has the same authority as the group profile unless he also has specific

authority. "Group Profiles" on page 6-7 has more information about group profiles. This prompt is optional.

Accounting code: If you want to use accounting codes to record how much computer resource time is used by each user, write the accounting code number that is to be assigned to this user profile. An accounting code can be up to 15 characters. You must set up your own conventions for creating and using accounting codes. This prompt is optional.

Change Directory Information Display

Copy from: If you write an existing user ID and address for this prompt, the system copies the existing directory information for that user and uses it as the basis for the new user's directory information. You might want to use this prompt if several users have the same directory information. This prompt is optional.

Mailing address: Write the mailing address of the user you are enrolling. You can type the address in any format you wish, using some or all of the address lines available.

Location: Write the location name, number, or code. For example, a person's location can be a building number, an office number, and so on. This prompt is optional.

Telephone numbers: Write the telephone numbers of the user you are enrolling. Write the number in any format you wish. For example, you can write the country, area, or city code; the telephone number; and the extension. You may want to establish a standard way of entering telephone numbers (such as using parentheses around area codes) for consistency. You can write one or two telephone numbers.

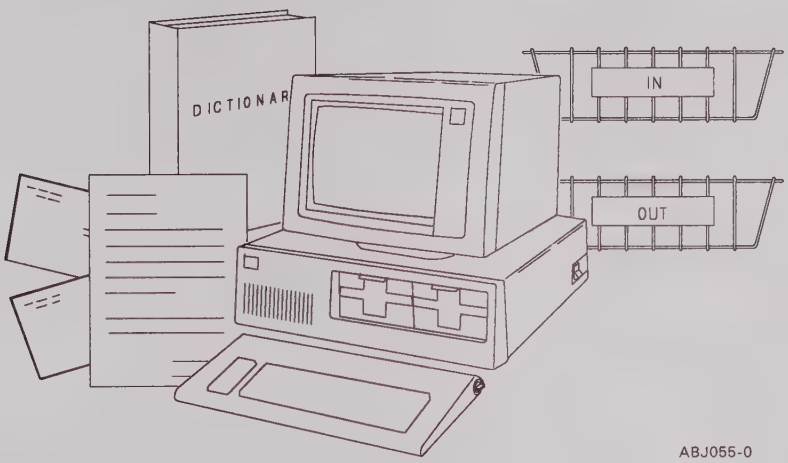
Change Distribution List Membership Display

The information from this display is used to place the user being enrolled in distribution lists. A distribution list is a collection of system directory entries. You can use a distribution list to send mail items to a group of users in one step. A list of all existing distribution lists will be shown on this display, and you can choose the lists you want the new user to be in.

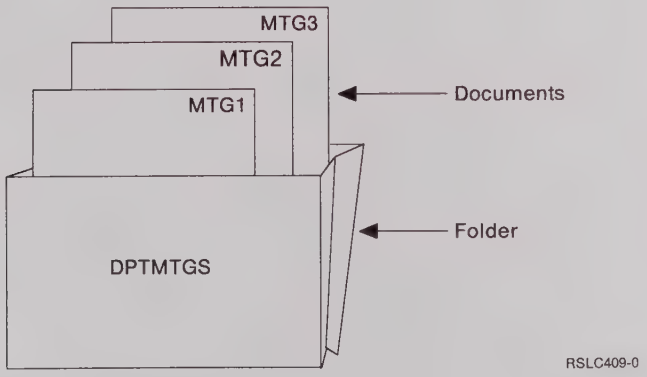
Copy from: If you write an existing user ID and address for this prompt, the system copies the existing distribution list membership for that user and uses it as the basis for the new user's distribution list membership. You might want to use this prompt if several users are in the same distribution lists. This prompt is optional.

List ID: Write the distribution list IDs for all the distribution lists to which you want the user added.

Chapter 3. Planning for Folders and Documents



A folder is an AS/400 object that acts as a directory for documents and other folders created and used by AS/400 Office and AS/400 PC Support. A folder serves basically the same purpose as a paper folder in a desk or filing cabinet by helping you organize documents that have something in common. For example, a folder could contain vacation schedules, personnel records for your office, or all the meeting reports for a department.



A system library, named QDOC, contains all folders, all documents in folders, and all filed documents that are not in folders.

When you create a document, you specify the folder you want the document to be stored in. When you have finished working on the document, the system saves it (in the folder you specified) in this system library.

If you receive a document in your mail and you want to keep it, you file the document in this library. When you file the document, you can specify a folder for the document, or you can file the document without placing it in a folder. However, placing the document in a folder makes it easier to find the document when you want to work with it again.

For every document stored in QDOC, descriptive information for the document is stored in files in another library called QUSRSYS. This descriptive information includes the document class, keywords assigned to the document, and the author. This descriptive information can be used to search for documents.

By having all of your documents stored in one system library, it becomes the single source of the most current version available. Therefore, when it is necessary to change one of the documents, you can retrieve and change it without having to worry about not being able to find the document or not knowing if it is the most current version. You can search for, retrieve, change, print, delete, send, and file documents in this library.

This library can contain documents created on the AS/400 system, documents sent from personal computers, and documents sent from other systems. Some examples of the different types of documents that can be in the library are revisable-form text (RFTAS400, RFTDCA, RFTS38, or RFTDW4), final-form text (FFTAS400, FFTDCA, or FFTDW4), and even image and voice. You can display, change, or print the document contents only if the type is RFTAS400, FFTAS400, RFTDCA, RFTS38, or FFTDCA, but you can use any operation (such as search for, send, or delete) on any document in the library as long as that operation does not require presentation of the actual document contents to you.

Before a revisable-form text document can be printed, it must be resolved. When a document is resolved, the text is arranged according to the format specifications and any text instructions are processed. If you save the resolved document, it is saved as a final-form text document. When you file a final-form text document or a revisable-form text document, you can specify if you want to allow changes to be made to the document.

This chapter covers the following planning information:

- Establish Folder and Document Naming Guidelines
- Plan to Manage Folders
- Plan for Documents with Search Criteria
- Plan for Text Profiles
- Plan for Additional Spelling Dictionaries
- Plan to Combine Text from a Document, File, Query, or Chart
- Plan to Save, Restore, and Delete Documents and Folders

Establish Folder and Document Naming Guidelines

In your office, information is categorized by names. The names can lend themselves to an efficient organization within your filing system. You can name your documents and folders using an abbreviated word to convey the purpose of the document or folder. For example, you could assign one folder to each type of department function and name the folders DEPTACT (Department Activities), DEPTINV (Department Invoices), and so on.

When using AS/400 Office, folder and document names must conform to the following rules:

- For a document, the name must be unique within a folder.

  For a folder, the name must be unique. If the folder is within a folder, the name must be unique within the folder.

  Note: If you file a document and do not put it in a folder, the system assigns a name for the document. If you file a document in a folder and do not specify a document name, the system assigns a name for the document.

- A document or folder name can be 1 to 12 characters long, including an optional extension. If no extension is included, the name can have a maximum of 8 characters. If an extension is included, the extension must begin with a period and can have up to 3 additional characters. An extension in the document name allows you to identify the document using specific information that can help you do a selective listing of documents on your system.

- The characters can be alphabetic (A to Z) or numeric (0 to 9), and can include some special characters, such as: # @ $ _

- The following special characters are not allowed: < (+ | & *) ; ¬ - , % > ? : ' = "

- The name cannot begin with or contain blanks.

- The name cannot contain a period except at the beginning of an extension.

  The following are valid document names or folder names:

  ```
  MYLETTER
  LETTER.NEN
  @LETTERS
  FOLDER1.PAY
  ```

- When a folder is stored within another folder, both folder names are used, separated with a / (slash). These names are called a **folder path**. For example, if a folder named FOLDR1 is stored within FOLDR2, the path for FOLDR1 is FOLDR2/FOLDR1. The name of an individual folder can be 1 to 12 characters long, including an optional extension. A folder path can be up to a maximum of 63 characters.

  The following are valid folder paths:

  ```
  @LETTERS/FOLDER.NEN
  #TAX1/$1988/PAYROLL/DEPT321.PAY
  ```

A number of factors should be considered in developing naming guidelines:

- Easy to enter: Minimize the time it takes to type the necessary information. Avoid complicated codes and excessive typing.

- Easy to remember: Names should be explicit, concise, and consistent. Avoid a complicated naming guideline that produces obscure strings of letters and numbers.
- Relevance: Your naming guidelines should allow meaningful identification of all documents to be stored in the system.
- Special characters: Some special characters are not available in some languages. Avoid using them if you share documents with other countries.
- Enforcement: Naming guidelines are effective only if they are followed. To ensure that these naming guidelines are followed, include them in the internal procedures manual suggested in "Establish Internal Procedures" on page 1-13.

You can list folders alphabetically using a function key on certain displays, or using the Display Folder (DSPFLR) command. Any naming guideline you establish should consider how the folder names will best be grouped on this alphabetic list. For example, if all folder names for documents start with TXT, these folders will be grouped together in this list. Or, if all folder names for a specific department or user start with the department number or user name, all folders for the department or user will be grouped together.

Naming Guidelines for Information When Sharing Folders

The naming guidelines used for AS/400 documents are slightly different from those on the personal computer. If you plan to share information in folders for both the AS/400 system and personal computer applications, you should use names that are valid on both systems. Refer to the documentation that came with your personal computer for naming guidelines for personal computer applications.

Plan to Manage Folders

You should plan carefully how you will use folders within your office. Folders are easily created and, if you do not keep track of the folders, your system's performance may be affected by too many folders.

You can decide which users you want to be authorized to create folders. To create a folder, a user must be authorized to use the Create Folder (CRTFLR) command. The *Office Setting Up and Administering Guide* has information about how to authorize users to use this command.

You should plan how each folder will be used. For example, you may want to create one folder for a specific department, or one folder that is common to all users. You may have special folders that contain seldomly used information. The way you use a folder can influence the name you give it and how you maintain it.

You should plan what kind of security requirements you want for each folder. For example, you can create a folder and use an authorization list to secure the folder. (An authorization list specifies each user who can use the folder, and what tasks they are authorized to do.) When you create a document in the folder, you can use the same authorization list for the document if you wish. This can save time because you do not need to create an authorization list for each document. For more information about security requirements, see Chapter 6, "Planning for Security."

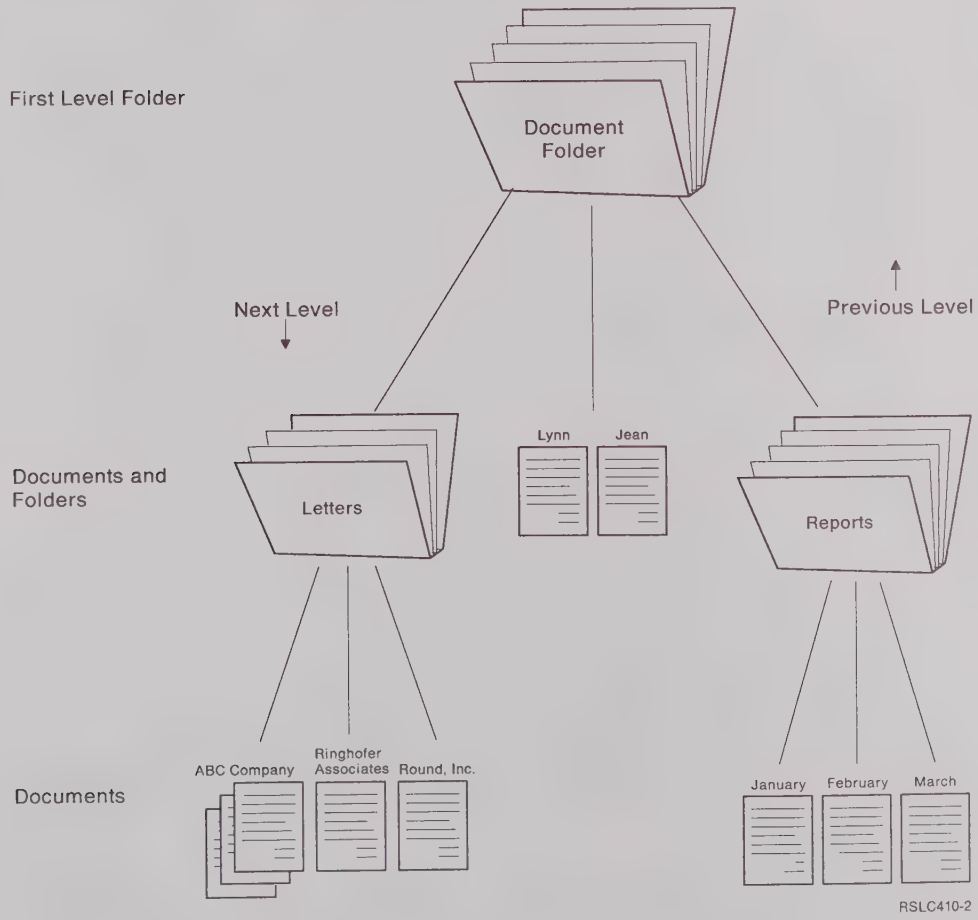
The first time a user uses the word processing function, a folder is automatically created for the user, if one does not already exist. The name of the folder can be specified during office enrollment. The default name is the first 8 characters of that user's user profile name.

Note: If your system has security level 10, a user can sign on the system using any name. If a user signs on the system using different names and then uses the word processing function, a folder is created for each name. For more information about security level 10, see Chapter 6, "Planning for Security."

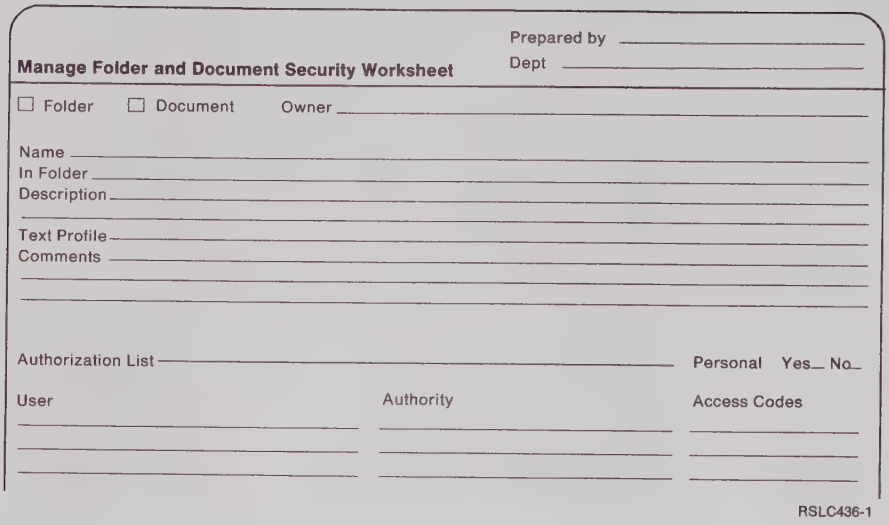
To help you better organize the information in your folders, you can create **folders within folders**. You can place a group of related documents in its own folder, and then place each of those folders in another folder. A folder that contains folders can also contain documents.

A **first-level** folder has folders within it, but is not within any other folder. When you have the system show a list of the folders in the document library, the folders listed are first-level folders. The **next level** includes all folders within a specific folder; the **previous level** is the folder a specific folder is within.

You can create, delete, and secure folders within folders. The following diagram shows one possible use of folders within folders for letters and reports.



One way to effectively manage folders is to plan for the folders you will need before you create them. You can use the "Manage Folder and Document Security Worksheet" on page A-15 to keep track of your folders.


Prepared by _____
Dept _____
Manage Folder and Document Security Worksheet
☐ Folder ☐ Document Owner _____
Name _____
In Folder _____
Description _____
_____
Text Profile _____
Comments _____
_____
_____
Authorization List _____ Personal Yes__ No__
User Authority Access Codes
_____ _____ _____
_____ _____ _____
_____ _____ _____
RSLC436-1

Use the following descriptions to help you fill out this worksheet. You can use this worksheet to help you fill in the prompts when you create a folder, or when you change the folder description. The worksheet can also include security information about your folder, so you can use it when you secure your folder. To learn how to fill in the security information, see "Documents and Folders" on page 6-14.

Folder or document: Check Folder to indicate you are describing a folder.

Owner: Write the name of owner of the folder. The owner of a folder is the user who creates or files the folder.

Name: Write the name of the folder (up to 12 characters). For future reference, this name should convey the contents of the folder.

In folder: If the folder is within another folder, write the folder path.

Description: Since a 12-character name cannot accurately indicate what the contents or the purpose of the folder is, you should write a description of the folder. This description can be viewed when looking at a list of folders so you can quickly identify the contents of the folder.

Text profile: Write the name of the text profile you want to use for all new documents created within this folder. A text profile specifies certain editing options and the document format, which determines how the document appears when it is printed. You can leave this entry blank if you do not want to assign a text profile to this folder. See "Plan for Text Profiles" on page 3-9 for more information about formats and text profiles.

Comments: Write any information that is important for the folder, such as what kinds of documents will be in the folder, or which folder(s) will contain the folder. The comments are for your information only; you do not use them for a display when you are creating or changing folder details.

The remaining information on the worksheet is security information, which is described in "Documents and Folders" on page 6-14.

Plan for Documents with Search Criteria

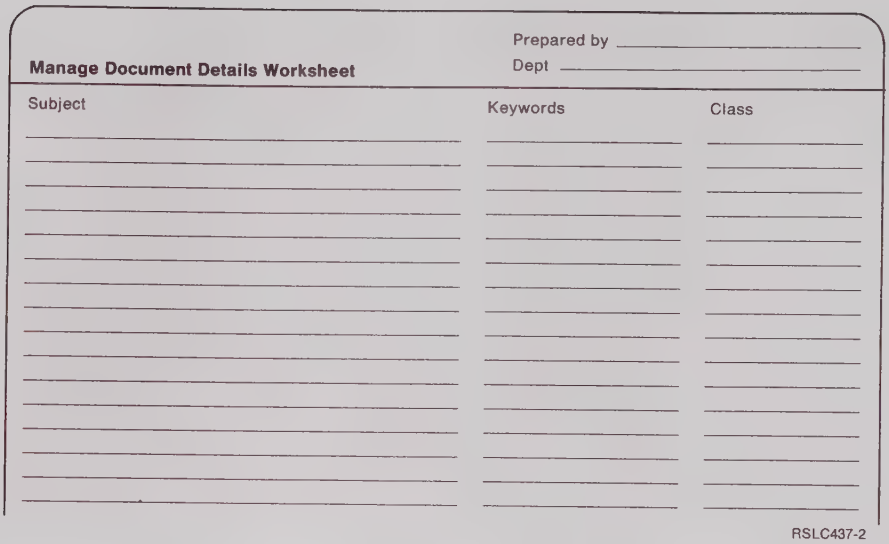
You should plan carefully how you will use documents within your office. Documents are easily created and if you do not keep track of them, your system's performance may be affected by handling too many documents.

When creating documents, you must consider how your office will assign storage and retrieval values for a document. When you assign a document a name, this name helps you store it in the system and helps you find it when you look for it in the system. You can also use document details for retrieval. You can specify document details when you create a document, and you can change or add document details at any time. You should establish procedures for assigning values for the document details, and include them in the internal procedures manual suggested in "Establish Internal Procedures" on page 1-13. The following list shows the document details you can use to search for documents:

- Folder name
- Document description
- Owner
- Subject
- Authors
- Keywords
- Document class
- Project
- Reference
- Status
- Document date
- Expiration date
- Sent to
- Date action due
- Date action completed

Note: When creating a document or changing the document details, the only required document details are the folder name, document name, and document description.

One way to effectively manage documents is to plan for the document details you want to be used for the documents in your office. You can use the "Manage Document Details Worksheet" on page A-17 to list the document details commonly used for documents. The worksheet lists only commonly used document details; it does not list information for all the document details you can use. This worksheet can help you and your office users specify consistent information when you create a document or change the document details. It can also be used to select search values when you search for documents.



Use the following descriptions to help you fill out this worksheet.

Subject: List the words that you want to be used for the subject of documents. A subject should be descriptive of the contents of the document. For example, a subject could be employee vacation schedules or department meeting minutes.

The maximum length of this field is 60 characters.

Keywords: List the keywords that you want to use to identify documents when you do a search. Although you can use any word as a keyword, you might want to use keywords that have been specified in the library descriptions file. See "Plan for Keywords" on page 8-2 for information about specifying keywords in the library descriptions file.

Each keyword can be up to 35 characters. The maximum length of the keyword field is 180 characters. Up to 24 keywords can be specified for each document.

Class: List the words that you want to be used for document classes. Document classes could include a security class or priority to identify your document. You can search for documents based on the class you have assigned. You can also use class names to group the documents you plan to save. Although you can use any word as a document class, you might want to use a document class that has been specified in the library descriptions file. See "Plan for Document Classes" on page 8-3 for information about specifying document classes in the library descriptions file.

The maximum length of this field is 16 characters.

Reference: List the ways references should be assigned to your documents. A reference could be a related subject, letter, phone call, meeting or other information that might be related to a document. When you specify a reference, such as MAY11, you can search through all the documents and quickly identify only those documents with this reference. You might want to use a word (such as meeting or letter) followed by a date or name.

The maximum length of this field is 60 characters.

Project: List the words that you want to be used to assign a project to your documents. Use names of the projects in your office that can be related to documents. When you specify a project, such as OILSURVEY, you can search through all the documents and quickly identify only those documents with this project.

The maximum length of this field is 10 characters.

Status: List the ways you want status assigned to your documents. For example, you could indicate that the document is a final draft that has been distributed, that the document is missing specific information, or that the document has not been answered. You can search for the document based on this status.

The maximum length of this field is 20 characters.

Plan for Text Profiles

When you create a document and specify margins, tabs, or printing information, you are creating specific format requirements for that document. You are telling the system how you want that document to look when it is printed. A text profile automatically sets the format requirements you want for each document you create using that profile. It also allows you to specify and store defaults for editing functions, spell options, numeric fields, or merge options that can be used with your document.

A system-supplied profile named SYSTEM contains defaults for format and editing requirements. This system profile is used unless your users set up text profiles. You can use the system profile if you have planned to use the same formatting and editing defaults for your entire office. The system profile can be revised or copied. However, the system profile is used for the exercises in the *Word Processing Learning Guide*. If your users are going to do the exercises in that manual, you should not change the system profile.

If you use different types of documents in your office, each type of document might have different formatting and editing requirements. You can create text profiles that specify the appropriate options and defaults for each type of document you create, or for each user who creates documents.

If you have used stored formats on a previous system, you can continue to use them.

Text Profiles

You can create profiles that automatically set the defaults for each document you create using that profile. A text profile can contain defaults for the following:

- Document format
- Alternate format
- Edit defaults
- Math format (numeric field editing)
- Print options
- Spell defaults
- Merge options
- Text month names

If users want a profile to affect all of the documents they create in any folder, they must activate that text profile. If users want a text profile to affect all the docu-

ments they create in one specific folder, they must assign a profile to that folder. When a profile is assigned to a folder, this profile overrides the activated profile.

When a document is created, the format used for the document is determined in the following ways:

- If the document is created by copying another document, the formats of the copied document are used for the new document. If a document is not being copied, the formats in the appropriate text profile are used.
- If a text profile is assigned to the folder containing a new document, the document uses the formats in the assigned profile.
- If a text profile is not assigned to a folder, but a text profile is activated for the user, the document uses the formats in the activated text profile.
- If a text profile is not activated for the user, the system profile (SYSTEM) is used.

To plan for creating a text profile, specify the defaults you want in the text profile on the "Text Profile Worksheet" on page A-19. This worksheet lists the most common defaults specified for a text profile. Use a separate worksheet for each text profile you plan to create.

Text Profile Worksheet

Prepared by _____

Dept _____

Text Profile Name _____

☐ User ☐ Folder ☐ Revised SYSTEM Profile Purpose _____

Profile Options	Doc. Format	Alt. Format	Profile Options	Doc. Format	Alt. Format
Margins and Tabs:			Page Layout/Paper Options:		
Left Margin			First Typing Line, First Page		
Right Margin			First Typing Line, Following Pages		
Flush Left Tabs			First Typing Line, Header		
Flush Right Tabs			First Typing Line, Footer		
Decimal-Aligned Tabs			Last Typing Line		
Centered Tabs			Paper Width		
Comma-Aligned Tabs			Paper Length		
Colon Tabs			Printing Paper Source, First Page		

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Use the following descriptions to help you fill out this worksheet.

Text profile name: Rules for text profile names are the same as for document names. See "Establish Folder and Document Naming Guidelines" on page 3-3 for these rules.

Indicate whether you are creating this text profile for a user or folder, or whether you are revising the system profile.

Write your defaults for the document format and alternate format. The alternate format is a second format available to each document, and can be used for pages that need a different format, such as a table of contents or index page, or a page for an envelope.

For the print options you want to specify in a text profile, use the "Print Options Worksheet" on page A-21. The most common options are listed on this worksheet.

Prepared by _____
Dept _____

Print Options Worksheet

Text Profile Name _____

☐ User ☐ Folder ☐ Revised SYSTEM Profile Purpose _____

Printer _____
Output Queue _____
Library _____
Output File _____
Form Type _____
Printer File _____
Library _____

Delay Printing Yes ___ No ___
Draft Spaceing Yes ___ No ___
Print Line Numbers Yes ___ No ___

Place on Job Queue Yes ___ No ___
Send Completion Message Yes ___ No ___
Job Description _____
Library _____

Cancel on Error Yes ___ No ___
Print Error Log Yes ___ No ___
Form Type _____

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SYSTEM Profile Defaults

The following list shows the defaults specified in the SYSTEM profile. For more information about these defaults, see the *Word Processing User's Guide*.

Document format and alternate format defaults: The following defaults affect how the text appears on the line and on the page. These defaults are used for the document format and for the alternate format.

- Margins and tabs:
  - Margins at columns 19 and 91 (1.5 and 7.5 inches)
  - Flush left tab every 5 spaces
- Line spacing/justification:
  - Line spacing = single
  - Lines justification = left
  - Adjust line endings = yes
  - Lines per inch = 6
  - Hyphenation zone width = 6
  - Insert hyphens = yes
  - Print controls as spaces = no
  - Compress wide paragraphs = no
- Type style/color:
  - Type style = 86 (12 pitch)
  - Color = base
- Page layout/paper options:
  - First typing line for first page and following pages = 7
  - First typing line for header = 3
  - First typing line for footer = 63
  - Last typing line (before footer) = 60
  - Paper width = 8-1/2 inches
  - Paper length = 11 inches
  - Printing paper source for first page = paper drawer 1
  - Printing paper source for following pages = paper drawer 1
  - Rotate paper = automatic
  - Print header on following pages (not on first page)
  - Print footer on following pages (not on first page)
- Headers: No text for headers
- Footers: No text for footers

- Even/Odd headers and footers: No text
- Footnotes:
  - Type style = blank (use active type style)
  - Separator line character = underline character (_)
  - Separator line length = 20
  - Maximum footnote lines per page = 48
  - Lines between footnotes = 1
  - Reference number in text, leading characters = half index up
  - Reference number in text, trailing characters = half index down
  - Footnote number, leading characters = tab, half index up
  - Footnote number, trailing characters = half index down
  - Continuation text for footnote = (footnote continued)
- Outline heading levels (levels 0 1 2 3 4 5 6):

  The following list shows the default values for each outline heading level from level 0 to level 6.
  - Print section number: 0=No 1=Yes 2=Yes 3=Yes 4=Yes 5=Yes 6=Yes
  - Start a new page: 0=No 1=Yes 2=No 3=No 4=No 5=No 6=No
  - Underline: 0=No 1=Yes 2=Yes 3=Yes 4=Yes 5=Yes 6=Yes
  - Bold print: 0=No 1=No 2=No 3=No 4=No 5=No 6=No
  - All upper case: 0=No 1=Yes 2=Yes 3=Yes 4=No 5=Yes 6=No
  - Blank lines before: 0=0 1=0 2=2 3=2 4=2 5=0 6=0
  - Blank lines after: 0=0 1=4 2=1 3=1 4=1 5=0 6=0
  - Include in table of contents: 0=Yes 1=Yes 2=Yes 3=Yes 4=No 5=No 6=No
    - Indentation: 0=0 1=0 2=0 3=2 4=2 5=2 6=2
    - Blank lines before entry: 0=1 1=1 2=0 3=0 4=0 5=0 6=0

Edit defaults: These defaults affect how the text appears on your edit display.

- Edit Display options:
  - Size of display = 24 x 80
  - Revision symbol = None

Math format (numeric field editing): These defaults affect how numeric fields appear.

- Numeric field editing:
  - Decimal point = period (.)
  - Thousands separator = comma (,)
  - Show negative sign = no
    - Left negative sign = (blanks)
    - Right negative sign = minus (-)
  - Show currency symbol = no
    - Left currency symbol = dollar sign ($)
    - Right currency symbol = (blank)
  - Print zero value = yes
  - Replace leading zeros = yes
    - Replace with = (blanks)
  - Show single leading zero = no

Print options: These defaults affect how your document appears when it is printed. There are additional defaults for a label document.

- Print options:
  - From page = 1
  - Through page = 9999

- Number of copies = 1
- Output device = 1 (printer)
- Printer = default system printer (usually QSYSPRT)
- Output queue = QPRINT
  - Library = *LIBL
- Output file = *DOC
- Form type = (no printer form default)
- Printer file = QSYSPRT
  - Library = *LIBL
- Delay printing = no
- Draft spacing = no
- Print line numbers = no
- Resolve instructions = yes
- Print with large print = no
- Print separator page = no
- Adjust line endings = no
- Adjust page endings = yes
  - Allow widow lines = no
- Print revision symbols = no
  - Symbols to be printed = (no revision symbol default)
- Additional spaces to the left = 0
- Graphic character set = no
- Print quality = 1 (letter)
- Place on job queue = yes
  - Send completion message = no
  - Job description = QBATCH
  - Library = *LIBL
- Cancel on error = no
- Print error log = no
  - Form type = (blank)
- Save resolved output = no
  - Document = (no document default for resolved output)
  - Folder = (no folder default for resolved output)

- Label options:
  - Labels across the page = 1
  - Width of a label = 40
  - Sheet feed labels = no
    - Rows per sheet = 1
  - Number of label sets = 1

Spell defaults: The spell defaults determine the dictionaries the system uses for spell functions. You can add a list of other dictionaries to use.

- Spell defaults:
  - To use user supplemental dictionary = no
  - To use system supplemental dictionary = no

Merge options: The merge options are used when you print a document using data/text merge.

- Merge options:
  - Place on job queue = yes
    - Send completion message = no
    - Job description = QBATCH
    - Library = *LIBL
  - Adjust/paginate option = 1 (do not adjust)
  - Multiple line report = no

- Collect footnotes in merged document = no

Text month names: The text month names affect the way dates appear in your document.

- Text month names:
  - January, February, March, April, May, June, July, August, September, October, November, December.

Plan for Additional Spelling Dictionaries

You can check the spelling of words in your documents by comparing the documents against the AS/400 Language Dictionaries. The Language Dictionaries include IBM-supplied language dictionaries, an English medical dictionary, and an English legal dictionary. Words that are not in an AS/400 Language Dictionary, such as company names or personal names, can be added to the system supplemental dictionary, a user supplemental dictionary, or a user-defined dictionary. There is no limit to the number of words you can add to a supplemental dictionary or a user-defined dictionary.

- Supplemental dictionaries

  Supplemental dictionaries can be created automatically, and you can add words to them from the Edit display while you are editing a document.

  You can have one **system supplemental dictionary**, which can be used by all users in your office. The system supplemental dictionary is useful because, as the system administrator, you can add the words that you want the entire office to use. This ensures consistency in your documents and makes your office more efficient because each user does not have to add these special words to his user supplemental dictionary.

  You can also have a **user supplemental dictionary** for any user in your office, which can be used only by that user. A user supplemental dictionary is useful if one person in your office has specialized documents that contain words not typically used in the other documents.

  When you are typing a document, you can create and add words to a supplemental dictionary by pressing a function key. You can also change a supplemental dictionary using the Start Source Entry Utility (STRSEU) command to change the source file member. Supplemental dictionaries are created from source file members in a source file named QADDENDA. They are stored in a library named QUSRSYS. The source file member name for the system supplemental dictionary is QSYSADD. The source file member name for a user supplemental dictionary is the first 10 characters of the user profile name (used to sign on the system).

- User-defined dictionaries

  If you want to have a specific language associated with a dictionary, or if a user needs more than one dictionary, you must create a user-defined dictionary. More than one user can be given authority to use the same user-defined dictionary. A user-defined dictionary can be used to check the spelling of words in your documents, similar to supplemental dictionaries. However, you cannot add words to a user-defined dictionary from the Edit display as you edit a document. You create and update a user-defined dictionary using the Start Source Entry Utility (STRSEU) command to create a source file member, then using the Create Spelling Aid Dictionary (CRTSPADCT) command to create the dictionary from the source file. After you have created the dictionary, you must specify the

name of the dictionary in the dictionary search list on the Dictionary Options display.

You should add words that are unique to your office to a supplemental or user-defined dictionary. For your convenience, you can list all of these words on the "Dictionary Worksheet" on page A-23. You may want to look through some old documents to identify as many words as possible.

Prepared by _____
Dept _____

Dictionary Worksheet

Dictionary Type: Owner: Source File Member Name:

☐ System Supplemental QSYSADD

☐ User Supplemental _____ _____

☐ User-Defined _____ _____

Words

RSLC440-1

You can manually insert hyphens (-) in words at allowed hyphenation points. To add a required hyphen between words (for instance, father-in-law) insert two hyphens (--). These hyphens will override any hyphenation that may exist for the word in an IBM-supplied dictionary.

Plan to Combine Text from a Document, File, Query, or Chart

You can combine information with a document to create tailored documents. You can also use charts and images in documents.

Plan for Tailored Documents

Whenever you need to send the same document, or documents that are very similar, to more than one person, you should combine information so you do not have to retype a lot of information. Suppose you have a letter that you must send to several customers. Most of the text in the letter does not change, but some information, such as names, addresses, and figures, varies in each letter.

Rather than typing individual copies of the letter, you can type the information that does not change, called **constant text**, and store it in a document. The document that contains the constant text is called the **shell document**. By using the shell document, you can avoid retyping an entire document each time you want to produce it.

You reserve places in the shell document for the information that changes, called **variable information**. You then insert the variable information into the shell document later, as you produce the multiple documents.

There are several ways you can combine information with a document. Determine the method most appropriate for your task by examining the characteristics of your repetitive documents. The following information can help you decide which method is best suited to use with your documents:

- Use a paragraphs document

  A paragraphs document contains a set of stored paragraphs that can be combined in any order to produce a tailored document. For example, you may produce legal documents that combine a selected number of standard paragraphs, depending on the particular need.

  You may want to use a paragraphs document if:

  - Each document can be created with a unique combination of related paragraphs.
  - Each paragraph can be used in more than one document.

- Use stop codes

  Stop codes mark the places in the document where you want to type variable information. Stop codes allow you to type variable information into a document quickly, without searching through the document for the locations you need. Stop codes are useful when you have a small number of documents to create that are all the same and the variable information does not need to be saved for later use. (However, if you produce many documents that use the same shell document, you should use data/text merge with data stored in a fill-in document, file, or query.)

  You may want to use stop codes if:

  - You need only a few copies of the document.
  - The variable information is not already stored in a document or file.
  - The variable information does not need to be stored to use again.

- Use data/text merge

  When you use data/text merge, the system automatically merges variable information into the shell document. The variable information, such as names and addresses, is stored in data records in a fill-in document, file, or query. You can use data/text merge to produce one document for each data record; this is called a multiple letters merge. If your variable information is stored in a file or query, you can also use data/text merge to produce one document that contains information from each data record; this is called a column list merge. For more information about using data/text merge with documents, see the *Word Processing User's Guide*.

  You can use the word processing function to create a fill-in document that contains variable information, and automatically merge the variable information with the shell document. You may want to use data/text merge with a fill-in document if:

  - The variable information is not already stored in a file.
  - You need several copies of the document (multiple letters).
  - The variable data is used several times.

  When you use data/text merge with a file, the variable information must be stored in a file. You can use a program such as IDDU or DDS to define the file, and enter data in the file. For information about using files, see the *IDDU User's Guide*. If you want to select only specific records from a file, or sort records in a specific sequence, you can use a query to select or sort the records.

The *Query User's Guide* has information about creating and using queries. You may want to use data/text merge with a file or query if:

- The variable information is already stored in a file.
- The variable information is used several times.
- You need to produce sophisticated documents, such as a quarterly sales summary that is sent to branch managers (multiple letters merge) which includes a list of top sales people for each branch (column list merge).

- Use a combination of these methods

  You may also combine two or more of these methods to meet your particular needs. For example, you can use a paragraphs document to uniquely combine a few standard paragraphs into a shell document, then merge variable information from a fill-in document. This could produce a form letter that would answer the particular questions of a selected set of customers, whose names and addresses would automatically be merged into the paragraphs document.

Plan for Charts or Images in Documents

Using AS/400 Office and Business Graphics Utility (BGU), you can merge a chart into a document.

Using BGU, you can make several types of charts, such as surface, line, pie, histogram, Venn diagram, and text. Before you create a document that will contain a chart, you must use BGU to save the chart as a graphics data file. You can then use the word processing function to insert the graphics data file into a document. For more information on using documents with BGU charts, see *Word Processing User's Guide*.

You can also use images in an AS/400 Office document. Although you cannot create an image on AS/400 Office, you can receive a document that contains an image from another system.

Only Intelligent Printer Data Stream (IPDS) printers support charts and images within documents. Make sure your printer supports these functions. A chart in the *Word Processing User's Guide* shows which printers support charts and images.

Planning a Shell Document for Notes

When office users create and send notes, the format of the note is determined by a shell document for notes. The system provides a sample shell document for notes, named QNOTE in the folder QWPDOCS. You can use this sample shell document for your notes, or, if you want to move or delete fields that are used in the sample shell document, you can create a different shell document for notes. Instructions for creating a shell document for notes are in the *Office Setting Up and Administering Guide*. If you create a different shell document for notes, you must change the mail item defaults and specify the shell document name and folder name on the Change Defaults display.

Plan to Save, Restore, and Delete Documents and Folders

You can save documents and folders on offline storage (diskette or tape), delete them from the system, and restore them from the offline storage back to the system. You save documents and folders on offline storage either for backup purposes, or for using disk space more efficiently.

When you save documents and folders for backup purposes, you might save all current documents and folders on your system; you do not delete any documents or folders after you save them. Backup procedures are discussed in "Backup Procedures" on page 1-14.

When you save documents and folders to free disk space, you save only selected documents and folders, then you delete them from the system. If you need to use them again, you must restore them to the system from the diskette or tape.

- You use the Save Document Library Object (SAVDLO) command to save documents and folders. You can also use this command to delete documents that are successfully saved (the folder containing the documents is not deleted).
- You use the Restore Document Library Object (RSTDLO) command to restore documents and folders.
- You use the Delete Document Library Object (DLTDLO) command to delete documents and folders.

You can also use the SAVDLO command to save documents and folders in an online save file. You might want to use an online save file to reduce the size of a folder to make it easier to manage, while keeping the documents online.

Use Disk Space Efficiently

The system library that contains your documents and folders can become very large. The documents and document information can change frequently because of operations performed on documents by the office users. To help you use disk space on your system more efficiently, you can save documents or folders on offline storage, then delete them from the system. By deleting them from the system, you free disk space and make it available for other documents and folders to use. It is best to save individual documents when you still plan to use the folder. But if all the documents within a folder need to be saved, it is best to save the entire folder.

You should establish policies regarding saving and deleting documents to free disk space. As a regular practice, you should save the following types of documents, or folders containing the following types of documents:

- Documents only needed occasionally
- Lengthy documents
- Highly confidential documents

When an office user files a document, document details assigned by the user are placed in data base files that are separate from the document. Every time a user changes a document's text or description, the data base files are updated. To manage data base files, the system uses journal receivers, which is the primary means of recovering from errors. The journal contains a record of changes to the data base files. Because the journal receiver can grow quite large, you should periodically detach and save a full journal receiver and attach a new one. The *Backup and Recovery Guide* has information about detaching and saving journal receivers.

Mark the Document for Storage

Before you save a document on diskette or tape, you can change the document details to mark the document for storage. You can change the document details by selecting an option on the Work with Documents in Folders display or the Work with Mail display. You are *not* required to mark a document for storage before you save it.

You can mark the document so the document text and document details are deleted when the document is saved. Or, you can mark the document so the document text is deleted to free disk space, but the document details remain in the data base files. When the document details remain in the data base files, the document name is listed when you list the names of documents in the folder, and the document name can be shown in a search list when you search for documents. This way an office user can find the document and learn that it has been stored on diskette or tape; the user must restore the document to the system to see or change the document contents.

After you have marked the documents that you want to save, you can use the SAVDLO command to save all documents that are marked for storage. If you marked a document to be deleted, the document details and document text are deleted. If you mark the document text to be deleted, the document text is deleted, but not the document details.

Plan to Save Documents and Folders

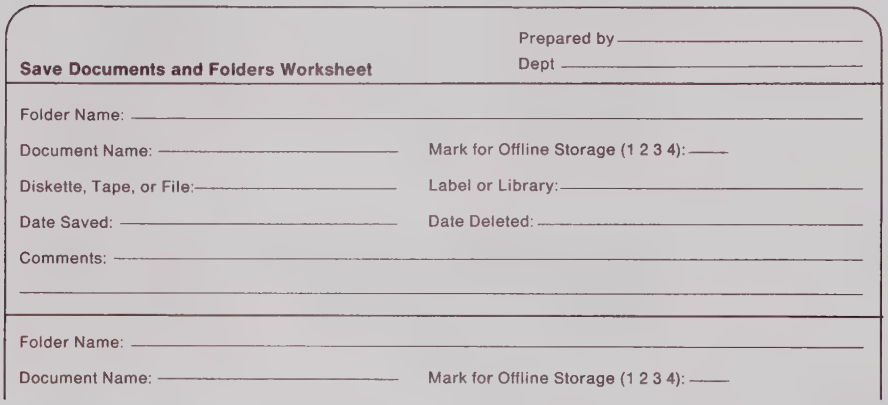
To save a document or folder, use the Save Document Library Object (SAVDLO) command. Each time you use this command, all documents and folders specified in the command are saved in a single file (if possible) on diskette, tape or in an online save file. This command allows you to specify the documents or folders you want to save in many different ways. The following are the ways you might use the SAVDLO command to save documents and folders:

- You can save a specific document that is in a specific folder.
- You can save all documents and folders in a specific folder.
- You can save 1 to 300 documents by specifying the name(s) of the documents.
- You can save all documents and folders on the system.
- You can save all filed documents that are not in any folder.
- You can save all documents that have been marked for offline storage.
- You can save all documents that meet search criteria you specify in the command. For example, you can save all documents of a specific class or owner, or all documents that have an expiration date before the current date or before a date you specify.

There are different methods you can use for planning to save documents. If you do not plan to save many documents to diskette, tape, or a save file, you or your office users could save and delete individual documents as necessary. Or you could periodically save a group of selected documents. For example, if you and your office users mark all documents to be saved on diskette or tape, you could use the save command once a week (or once a day or month) to save all marked documents. Or you could use the save command once a week (or once a day or month) to save all expired documents. When you plan to save documents to free disk space, it is suggested that you use document class as the primary selection criteria. If you specify a document class with a retention period in your documents, you could use the save command once a week (or once a day or month) to save all documents with a specific document class. See "Plan for Document Classes" on page 8-3 for more information about this method.

When using the SAVDLO command, you can also delete documents from the system after they are saved. Even if you did not mark the documents for storage, you can specify in the command to delete the document, or delete the document text and keep the document details.

Use the "Save Documents and Folders Worksheet" on page A-25 to keep track of the documents you plan to save on diskette or tape. You will need this worksheet when you actually save your documents or folders, as explained in *Office Setting Up and Administering Guide*.



Use the following descriptions to help you fill out this worksheet.

Folder name: Write the name of the folder that contains the document or folder you want to save.

Document name: Write the name of the document that you want to save. Leave this blank if you are saving all documents in a folder.

Mark for offline storage: Leave this blank if you are saving a folder.

Write 1 (Don't mark) if you do not want the document marked for offline storage.

Write 2 (Mark and keep) to mark the document for offline storage and keep both the document and the document details. After you save the document, the text in the document and the document details remain in the folder.

Write 3 (Mark and delete document content) to mark the document for offline storage and delete the document text. After you save the document, the text in the document is removed from the folder, but the document details remain in the folder.

Write 4 (Mark and delete document) to mark the document for offline storage and delete the document and details.

After you save the document, the text in the document and the document details are removed from the folder. Any document you mark to save is ready to be copied to the specified diskette or tape when the SAVDLO command is run.

Diskette, tape, or file: Write whether the document or folder will be saved to diskette or to tape, or to an online save file.

Label or library: Once you have saved a document or folder, you should identify the contents of a diskette or tape with a label. Write the name of the label you have placed on the diskette or tape. If you have saved the document or folder in an online save file, write the name of the file and the library for the file.

Date saved: Write the date you saved the document or folder.

Date deleted: If the document or folder was deleted, write the date you deleted the document or folder.

Comments: Write any comments you wish about the saved document or folder.

List Information about Saved Documents

When you use the save command, you can have a listing printed after the documents have been saved. The listing has information about the documents that were saved. The following information is on the listing:

```
                DOCUMENT LIBRARY ARCHIVE (SAVDLO)

  VOLUME ID.........:  XXXXXXXXX
  FILE LABEL ID.....:  XXXXXXXXXXXXXXXXX   SEQUENCE.........:  XXXX
  SAVE DATE/TIME....:  XX/XX/XX  XX:XX:XX  DEVICE...........:  XXXXXXXXXX
  FOLDER............:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  DOCUMENT      DESCRIPTION                      DATE      OWNER       OBJECT
  NAME                                           CREATED               NAME
  XXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XX/XX/XX  XXXXXXXXXX  XXXXXXXXX
  XXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XX/XX/XX  XXXXXXXXXX  XXXXXXXXX
  XXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XX/XX/XX  XXXXXXXXXX  XXXXXXXXX
```

After you have saved documents, keep this listing for your records.

Delete Documents

If you do not delete documents with the save command, you can delete documents by selecting an option on the Work with Documents in Folders display, which lists the names of all documents within a specific folder. You can also use the Delete Document Library Object (DLTDLO) command. You can select documents to delete in ways similar to the ways you select documents to store. If you want to delete filed documents that are not in any folder, use the DLTDLO command.

Use the Document Class to Save and Delete Documents

When you use the commands to save or delete documents, you can select the documents using selection criteria based on some of the information in the document details. Using the document class as the primary selection criteria provides both flexibility and control for saving and deleting documents. For example, you can use the document class to specify both the document category (such as letter or contract) and the retention period (such as 1 month, 5 years, or permanent). See "Plan for Document Classes" on page 8-3 for more information about setting up document classes.

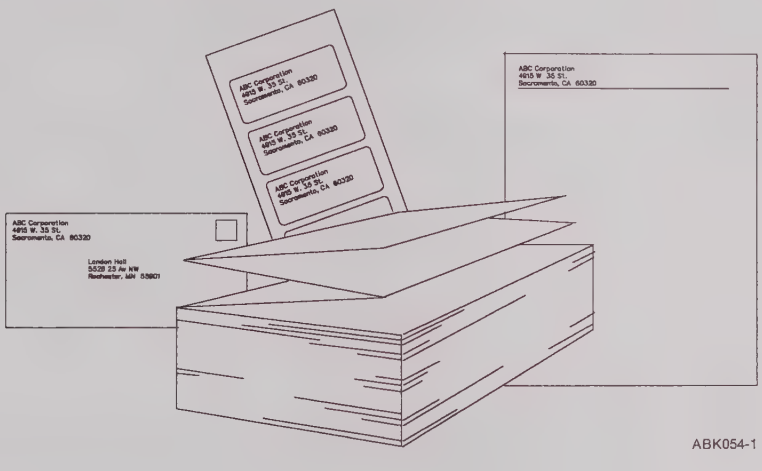
Restore Documents

If you need to look at or change a document you saved on diskette or tape, use the Restore Document Library Object (RSTDLO) command to restore the saved document to the system. You can select which documents to restore and which folders to restore them to. After you restore documents and folders, you can print a listing that has information about the restored documents and folders.

Chapter 4. Planning for Printers

Printing reports and documents is a regular activity in the AS/400 Office. Because of the numerous printers you can choose from and the many functions available to you when printing documents, it is essential to plan carefully for your printers.

You can select from several different types of printers, depending on your office needs. Some printers come with an envelope feed attachment, provide letter-quality print, or give you several type styles to choose from. Some printers allow you to print charts and images in addition to text. When selecting a printer, consider your workload, the amount of paper you produce, and the kind of documents you print.



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This chapter covers the following planning information:

- Establish Internal Procedures
- Plan for Printer Use
- Plan for Printer IDs
- Plan for Printer Drawer
- Plan for Forms
- Plan to Control Printers

Establish Internal Procedures

Organizing your work flow and standardizing the way you print documents will help you use your printers efficiently. For example, if you need specific reports printed every day, you should assign a specific priority to these documents. Other documents that are sent to this printer will not interfere with the printing of these documents because they will have a lower priority.

Any internal procedures you develop should be included in the internal procedures manual that was suggested in "Establish Internal Procedures" on page 1-13.

To help your users answer questions they may have about printers, you should also plan to provide appropriate documentation near the printers. These documents could include the following:

- Printer user's guide
- Explanation of lights and messages
- Procedures for recovering from common printer problems (found in the operator's guide for the printer)

Plan for Printer Use

You should determine the best printer for each area within your office. Take into consideration the quantity and quality of printing to be done. Place printers in a central location for your users. All printers attached to the AS/400 system can be shared by your users.

Within your office, you should plan how you will use your printers or plan if you need to order additional printers. For example, most offices like to have letter-quality printers, such as the 3812 or 5219. But your office may want to have quick printed copies of data using a printer such as the 5225, 5262 or 4245.

Your office may want the convenience of using a printer attached to a personal computer. If the personal computer is attached to the AS/400 system, the personal computer printer can be used as an AS/400 printer. Many types of printers are available that can be attached to a personal computer and used as AS/400 printers. PC printers offer a wide variety of speeds and functions.

A table showing which functions are provided by each printer can be found in the *Word Processing User's Guide*.

Pitch and Type Style Considerations

For certain printers, you can specify the pitch and type style of the text that is printed when you describe the document format. The pitch is the size of the characters, and the type style is the design of the type, such as courier. Most printers allow you to select a pitch for your text. Other printers allow you to select both a pitch and a type style. Your choice should be based on your office needs for printers.

Chart and Image Considerations

All printers can print text, but some can also print charts or images. The 4224 Intelligent Printer Data Stream (IPDS) printer can print charts. Some models of the 4224 IPDS printer can also print in different colors. The 3812 IPDS printer can print both charts and images.

Large Print Considerations

Using large print, you can create transparencies or overlays for presentations. You can print a document with large print only if your AS/400 system has an IPDS printer such as the 4224 or 3812. Check the operator's guide for your printer to see if your printer is an IPDS printer.

Plan for Printer IDs

For each printer in your office, you must assign a printer ID. The printer ID can be up to 10 characters long. The ID for printers is assigned at the time the system is set up.

If you set up the system, you could assign a printer ID that includes the printer type and perhaps even the location. For example, P5219MCHRM could be the ID of a 5219 Printer in the machine room, P3812ICORR could be the ID of a 3812 IPDS printer in the correspondence center, and P3812SD543 could be the ID of a 3812 SCS printer in Department 543.

If you did not set up your system, you may have to ask the system operator for the ID of the printers that have been assigned to your office.

Plan for Printer Drawers

Printer drawers are containers attached to a printer that hold the paper (forms). Some printers have more than one place for paper, so you can specify different paper without having to manually change the paper. You should plan to put the paper that is used most often in drawer 1 and the paper that is used occasionally in drawer 2.

When you print a document from AS/400 Office, you can select the paper to print from the following:

- Drawer 1
- Drawer 2
- Drawer 3
- Envelopes
- Manual feed
- Continuous feed

However, the drawer you select depends on the type of printer you have.

- 3812 Printer

  The 3812 Printer has two print drawers you can select from. Drawer 1 is the top drawer and drawer 2 is the bottom drawer.

- 5219 Printer

  The 5219 Printer has two drawers you can select from. Drawer 1 is the bottom drawer, and drawer 2 is the top drawer. You can have an envelope feed attached to the 5219. If you do not have the envelope feed, you can manually insert envelopes in the printer.

- 4214 Printer

  The 4214 Printer has three drawers you can select from. Drawer 1 is the drawer farthest from the front of the printer, drawer 2 is in the middle, and drawer 3 is the drawer closest to the front of the printer. When using a 4214 Printer, the paper or envelope size has to be specified exactly. You can print envelopes only from drawer 3.

Plan for Forms

Within your office, you may have different types of paper (forms), such as letter-head, colored paper, or plain bond. To effectively plan for printing, you have to identify which forms your office uses. You also have to identify which printer can handle these types of forms, such as a 5219 Printer for single sheets and envelopes or a 4214 Printer for single sheets.

When you select forms for your office, be sure you get the correct weight of paper. If you get paper that is too light, it may tear when printing. For paper specifications, see the printer guide for your printer.

To identify common paper types used in your office, establish a form type. The form type can be up to 10 characters long. The characters can be alphabetic, numeric, or special characters.

Plan to Control Printers

In order to control your printers, it is necessary to understand a few terms and how they relate.

Output queue An output queue is an ordered list of entries for files to be processed by an output device, in this case a printer. There can be many output queues on an AS/400 system. There is a default output queue for each printer attached to the system.

Spooled output file A spooled output file is a file that is saved on the output queue for processing later rather than being processed immediately.

Writer A writer is a program that writes spooled output files from an output queue to an output device such as a printer.

Printer A printer is the physical equipment that prints the information in the spooled output file.

Users with the proper authority can perform various operations on output queues, spooled output files, writers, and printers using control language (CL) commands.

For example, the Work with Output Queue (WRKOUTQ) command allows you to display the status of all output queues or the status of jobs on a specific output queue. Once the list is displayed, you can change, delete, hold, or release any of the files on the list.

The Work with Spooled Files (WRKSPLF) command allows you to display a list of all spooled output files on the system or a subset of those files based on user ID, device (printer), form type, or user data (any descriptive phrase the user assigns). Once the list of spooled files is displayed, you can change, delete, hold, or release any of the files on the list.

Using the Work with Writer (WRKWTR) command, you can display the status of all writers or the detailed status of a specific writer. While that status is displayed, you can perform various operations on the writer. For example, you can start, end, or change the writer.

The Work with Document Print Queue (WRKDOCPRTQ) command allows you to hold, release, or delete one or more AS/400 Office print requests in a single step. You can also view a list of print requests that are for a specific user or printer, or that require a specific form.

Output Queues

When a spooled output file is created, an entry for the file is placed on an output queue. You may want to create multiple output queues for these reasons:

- Saving paper. This queue would handle spooled files that may not be printed by a writer.
- Special paper sizes. This queue would handle various forms types.
- Output to a particular device. This queue would direct output to a particular printer. You could use this approach to use a printer with a special print belt or train.
- Output to be printed after normal working hours. This queue would accept jobs that are printed after normal working hours.

To change the output queue being processed by a writer, use the Change Writer (CHGWTR) command instead of stopping the printer and starting another writer to the desired output queue.

On a single output queue, spooled output files with the same forms type can all be processed together. This is done by specifying the form type on the Start Print Writer (STRPRTWTR) or Change Writer (CHGWTR) command.

Job Queues

A job queue is a list of batch jobs waiting to be run by the system at a specific time. You can use job queues to control the order in which jobs are run. You can create as many job queues as you need. To create a job queue, you use the Create Job Queue (CRTJOBQ) command. In many cases, using QBATCH as the only job queue with a default of one active job will be adequate for your needs. If this is not adequate, you may want to have multiple job queues so that some job queues are active during normal working hours, some are active after working hours, and some are for special purposes. For example, you could designate different job queues for:

- Long-running jobs so you can control how many jobs are active at the same time. You may also want these jobs to use a lower priority than the other batch jobs.
- Overnight jobs that are inconvenient to run during normal working hours.
- High-priority jobs. You may want to send all high-priority jobs to a specific job queue. This would ensure that this work is completed quickly and is not delayed by low-priority jobs.
- Jobs that are sent to particular equipment, such as diskette or tape. For example, if a tape is used for several jobs, all jobs using tape would be placed on a single job queue. One job at a time would then be selected from that job queue. This would ensure that no two jobs compete for the same device at the same time.
- Sequence of jobs. You may have an application in which one job depends on the completion of another job. If you place these jobs on a job queue that selects and runs one job at a time, you could ensure that the jobs were run in the proper sequence.

More information about controlling printers is in the *Office Setting Up and Administering Guide*.

Chapter 5. Planning for Personal Computers in Your AS/400 Office

You can attach personal computers to your AS/400 system. A personal computer attached to an AS/400 system uses an emulation program to operate as an AS/400 display station. You can also use additional functions provided by AS/400 PC Support, such as sharing folders and transferring information between the AS/400 system and the personal computer.

When personal computers are attached to the AS/400 system, you can use both the AS/400 Office word processing function and a personal computer word processor such as DisplayWrite 4 (DW 4) to work with documents. If you use AS/400 PC Support, you can use the text assist function, which makes the AS/400 Office Edit display similar to the DW 4 Edit display.

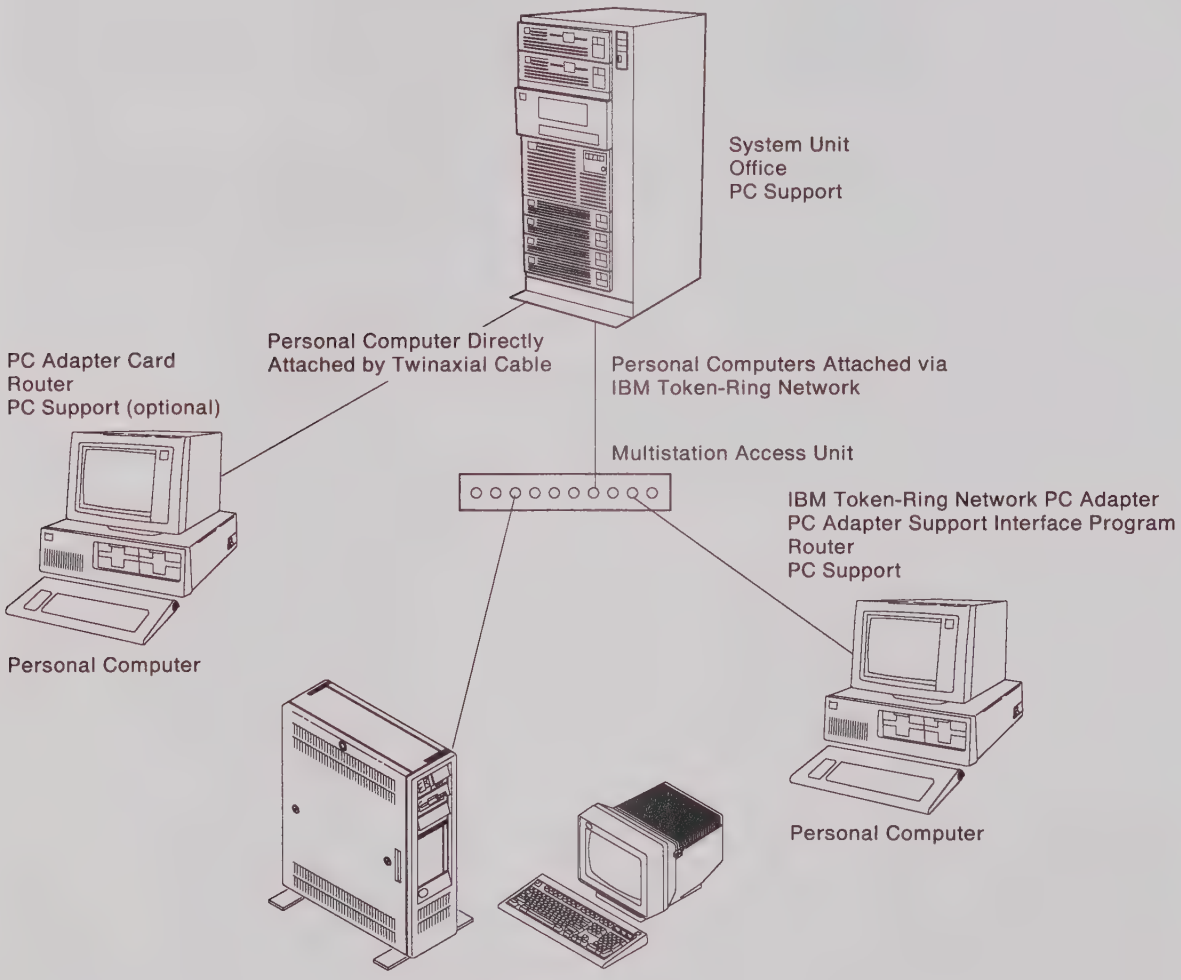
This chapter presents the following planning information:

- Plan to Attach Personal Computers to an AS/400 System
- Plan to Use AS/400 PC Support
- Plan to Install AS/400 PC Support
- Plan for Personal Computer Directories
- Plan for Word Processing with Personal Computers

Plan to Attach Personal Computers to Your System

Personal computers can be attached to an AS/400 system in several ways, such as:

- Directly, using twinaxial cable
- Through the IBM Token-Ring Network



Attach Personal Computers Directly

To attach a personal computer directly (by a twinaxial cable) to an AS/400 system, you need the appropriate PC adapter card. If your personal computer is an IBM Personal Computer, an IBM Personal System/2[2] Model 25, or an IBM Personal System/2 Model 30, you need an Enhanced 5250 Emulation adapter card. If your personal computer is an IBM Personal System/2 Model 50, 60, or 80, you need a System 36/38

[2] Personal System/2 is a trademark of the International Business Machines Corporation.

Work Station Emulation adapter card. These allow your personal computer to attach to the AS/400 system by a twinaxial cable.

If your personal computer is attached directly to an AS/400 system, you have the choice of using AS/400 PC Support or not:

- If you choose not to use AS/400 PC Support, the software that comes with the PC adapter card makes your personal computer look like a dependent work station to the AS/400 system. The personal computer can perform any AS/400 function that a dependent terminal can, but it cannot take advantage of any of the AS/400 PC Support functions. For example, the word processing function performs on your personal computer in the same way it performs on a 5291 Display Station.
- If you choose to use AS/400 PC Support, the software that comes with the AS/400 PC Support work station function allows you to take advantage of the extra functions described in "Plan to Use PC Support."

Attach Personal Computers through an IBM Token-Ring Network

If you attach a personal computer to an AS/400 system through an IBM Token-Ring Network, you must use AS/400 PC Support.

Plan to Use PC Support

AS/400 PC Support is a set of programs that allows you to:

- Use the work station function, which allows you to use your personal computer as an AS/400 display station and your PC printer as an AS/400 printer.
- Use the PC Support Organizer menu, which allows you to use personal computer and AS/400 applications from a single menu.
- Use the PC Support host system tasks, which allows you to work with personal computer files and documents on the AS/400 system.
- Share folders on the AS/400 system to store information that can be used by other AS/400 users and personal computer users.
- Use printers attached to the AS/400 system as though they were PC printers.
- Transfer data from the AS/400 system to the personal computer, and from the personal computer to the AS/400 system.
- Communicate with other users by sending and receiving messages.

Most of the AS/400 PC Support functions are independent of each other. You can use one function or any combination of the functions provided by AS/400 PC Support to satisfy your own data processing needs. For example, you may only want to use AS/400 printers with your other personal computer applications. Or, you might want to transfer data from the AS/400 system to your personal computer, process it with another personal computer application, and then print a report on an AS/400 printer.

Use the PC Support Work Station Function

PC Support allows you to use your personal computer as a work station attached to the AS/400 system. This function is provided through the **work station function**. The work station function lets you use your personal computer as a display, printer, or graphics work station and as a stand-alone personal computer. You can also personalize your keyboard.

The work station function allows you to use a graphics display and plotter. You can use the graphics display on the personal computer to show charts created by a graphics program such as the Business Graphics Utility.

The work station function also gives you the power to use the PC Support Organizer menu and the PC Support host system tasks.

Use the PC Support Organizer Menu

While you are using the work station function, you can also use the PC Support Organizer menu. The PC Support Organizer menu allows you to easily run both personal computer applications and office and data processing applications from the same menu. The Organizer menu provides options for typically used office applications. For example, through the PC Support Organizer menu, you can use:

- Disk Operating System (DOS)
- DisplayWrite 4 (DW 4)
- AS/400 Office
- AS/400 commands
- AS/400 programs

You can use the screen design aid (SDA) utility to change these options to run other AS/400 or PC applications that you frequently use.

You can run any of the AS/400 PC Support functions from the PC Support Organizer menu. If you did not select the option to use the Organizer menu when you installed AS/400 PC Support, the PC Support Organizer menu appears when you use the STARTPCO command.

Use the PC Support Text Assist Function

From the PC Support Organizer menu, you can use the PC text assist function, which is an enhanced AS/400 Office Edit display. The text assist function provides the AS/400 Office Edit display with better editing usability and performance.

Use the PC Support Host System Tasks

While you are using the work station function, you can work with AS/400 files while using your personal computer as an AS/400 work station. You can copy PC files stored in AS/400 folders to AS/400 data base files, and you can copy AS/400 data base files to PC files stored in folders.

Use the PC Support Message Function

PC Support allows you to communicate with other AS/400 users by sending and receiving messages using the PC Support message function. You can also use the PC Support message function to store messages or to communicate with other users without using the work station function.

You can communicate with other display stations, other personal computers attached to the AS/400 system, and other users at a remote location if you are on a network.

Share AS/400 Folders

By sharing AS/400 folders, you can use information stored in document folders on the AS/400 system. Using PC Support, you use these folders as though they were personal computer diskettes or fixed disks. The information in a folder on the AS/400 system can be used by both AS/400 users and personal computer users, and a folder can be shared by more than one AS/400 or personal computer user at a time. Sharing folders on the AS/400 system also allows you to take advantage of additional storage available on the AS/400 system.

Use AS/400 Printers

PC Support allows you to use printers attached to the AS/400 system as though they were directly attached to your personal computer. When you use an AS/400 printer this way, it is called a **virtual printer**. PC Support allows you to use make decisions about how you want to print information on your virtual printer, such as how many lines you want to print per page and how many characters you want to print per line.

You can assign as many as three printers to be used with your personal computer. All three of these printers can be personal computer printers, virtual printers, or any combination of the two.

Transfer Data

PC Support allows you to transfer data from the AS/400 system to the personal computer, and from the personal computer to the AS/400 system. In order to transfer data, you must create a **transfer request**. The transfer request tells PC Support everything it needs to know about the files you want to transfer. PC Support prompts you through the steps to create a transfer request. Once a transfer request is created, you can save it on your personal computer and run it as often as you need to. Information about transfer requests is in the *PC Support Technical Reference* manual.

When you transfer data from the AS/400 system to the personal computer, the data can be sent to the personal computer display, a printer, or a personal computer file. You can make very simple transfer requests, or you can transfer data from two to as many as 32 AS/400 files.

When you transfer data from the personal computer to the AS/400 system, the data is sent to a file on the AS/400 system.

Make PC Support Work for You

PC Support provides you the advantages of the AS/400 processing power and flexibility. For example, you might want to use PC Support to access current data stored on the AS/400 system. This data might be stored in a folder, and you could use the shared folders function of PC Support to access this data, or you could transfer the data from the AS/400 system to a personal computer file, use it with a personal computer spreadsheet application to create a report, then print a copy of the report on a high-quality AS/400 printer assigned as a virtual printer.

If you use PC Support programs frequently, you may want to run them from a batch file. For example, you might want to use AS/400 printer PRT01 as a virtual printer every day. To avoid having to set up the virtual printer each time you want to use it, you could create a batch file to automatically set up PRT01 as a virtual printer for you. For details on how to create and change batch files for PC Support, see the *PC Support Operations Reference* manual.

Plan to Install PC Support

PC Support is shipped to you with an installation program. If PC Support has not been installed on your personal computer, refer to the *PC Support Installation Guide* for the following:

- An overview of the installation program
- A list of the materials required for installing PC Support
- Instructions for completing the installation form
- Results of the installation program

At this time, use the *PC Support Installation Guide* to do the following:

- Ensure that the prerequisites are complete.
- Complete an installation form for each personal computer on which PC Support is to be installed.

Personal Computer Storage Requirements

The amount of storage (random-access memory) required in the personal computer in order to install PC Support depends on the size of the PC Support programs you want to use and on any other requirements you have for the personal computer, such as communications.

In most cases, you can use PC Support if your personal computer has 512K (K equals 1024) bytes of storage before DOS is installed. However, depending on which hardware and programs you are using, your storage requirements may be more or less than 512K bytes.

The total amount of storage you need is the sum of the resident storage and the nonresident storage you will be using.

Resident Storage Requirements

Use the following table to determine your approximate resident storage requirements. Your total resident storage requirement is the sum of all individual requirements for the various functions you are using.

Function		Size in Bytes
DOS 3.3		47K
DOS Buffers (0.5K per buffer)	Supplied = 3	1.5K
	Recommended = 20	10K
Twinaxial Adapter handler		16K
IBM Local Area Network support program		8K
Color/Graphics adapter		12K
Message function		22K
Shared folders		65K
Virtual printer (one virtual printer)		18K
Virtual printer (two virtual printers)		24K
Virtual printer (three virtual printers)		30K
Source transfer program		20K
Twinaxial router		60K
IBM Token-Ring Network router		60K
Work station function display (resident program, minimum[1])		48K
Work station function printer function (resident program, minimum)		31K
Work station function graphics display function (resident program,[2] minimum)		92K
Work station function graphics display with plotter function (resident program,[2] minimum)		94K
Work station function each display or printer session		7K
Work station function each graphics session (minimum[3])		28K
Other resident programs, such as RAM disks[4]		

1 If a serial printer is configured or if a plotter for graphics is configured, add 2K.

2 Resident program size includes 56K for the virtual device interface (VDI) controller and one VDI driver. Storage required for the VDI controller and driver can range from 56K to 70K, depending on which VDI driver you require.

3 Each graphics session can vary from a minimum of 26K to a maximum of 71.5K, depending on the amount of VDI buffer size configured for that session.

4 For the exact storage requirements of other resident programs, refer to the appropriate manuals for those specific products.

Nonresident Storage Requirements

Use the following table to determine your approximate requirements for nonresident storage. Your total nonresident storage requirement is *not* the sum of the individual requirements. Instead, it is the single largest individual requirement for nonresident storage.

Function	Size in Bytes
Shared folders	25K
Virtual printer	64K
Message function	92K
File transfer (typical usage)	147K
File transfer (AS/400 system-to-personal computer transfers that interactively display more than 100 data records, or records over 2K bytes long)	159K
PC Support Organizer menu	26K
Text assist function	100K
PC Support menu	39K
Work station function configuration	165K
Other personal computer applications being run while PC Support is active, such as an editor	See Note

Note: For the exact storage requirements of nonresident programs other than PC Support, refer to the appropriate manuals for those products.

Total Storage Requirements

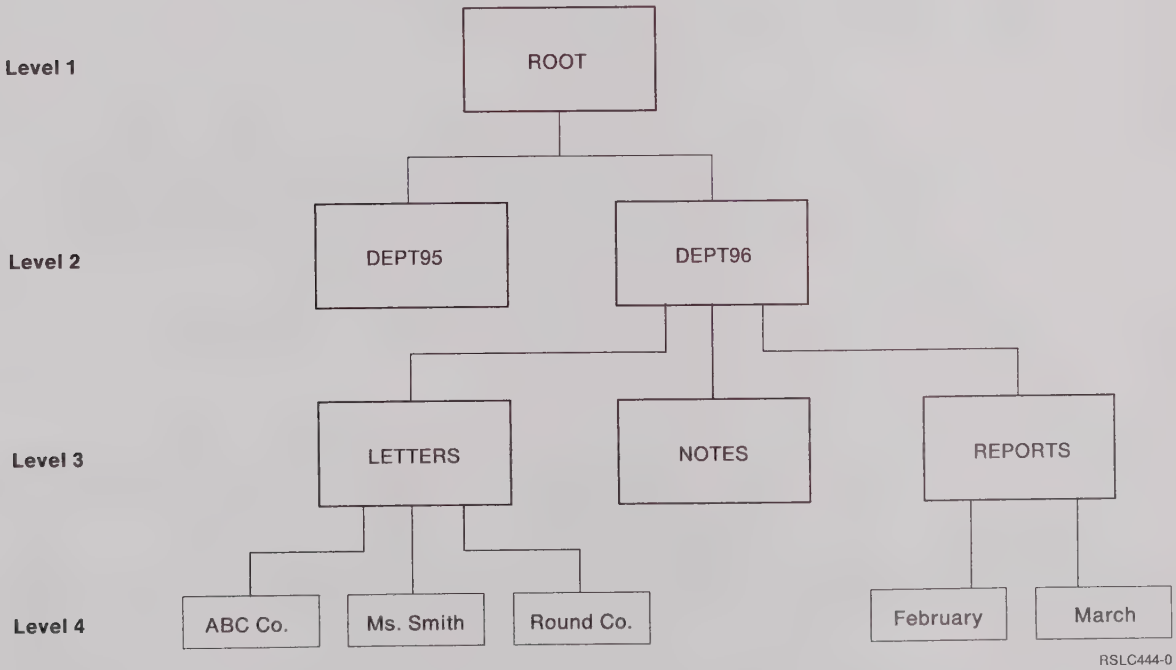
To determine the total amount of personal computer storage required to run PC Support with other personal computer applications, add the resident storage requirements to the nonresident storage requirements.

Plan for Personal Computer Directories

When using your personal computer for text processing, you can better organize your documents if you use **directories**. When you use directories, you place groups of related documents in their own directories, even though they may be on the same disk or diskette.

A single directory is created on each disk when you format it using the FORMAT command. That directory is called the **root directory** or system directory. In addition to containing the names of files, the root directory can also contain the names of other directories. In turn, these directories can contain the names of other files and directories, and so on.

PC directories are related to the AS/400 folder structure. That relationship can be seen in terms of the following figure.



The figure shows how files are organized in various levels of directories on a personal computer. At the first level is the root directory, which contains all the subdirectories and PC files at levels 2, 3, and 4. DEPT95, DEPT96, LETTERS and REPORTS are **subdirectories** (that is, directories within a directory) that contain the PC files. Notes does not contain any files at level 3, so NOTES is a **file**. If files were added to NOTES, it would become a subdirectory. Each item at level 4 is a file.

Folders and documents on an AS/400 system are comparable to the directories and files on a personal computer. At the highest level is the list of all the folders and

documents on the AS/400 system. DEPT96, LETTERS and REPORTS would be **folders**, and NOTES would be a **document**. Each item at level 4 would be a document.

Using folders is a good way to organize and share information. By using PC Support shared folders you are able to share PC files, because the PC files are stored in a folder on the AS/400 system and are available to any personal computer user who is authorized to the AS/400 folder. When you use PC Support shared folders, you can assign the letter identifying a PC drive to an AS/400 folder. PC files accessed through this drive letter are actually stored in an AS/400 folder, and directories on the PC drive are actually folders within folders on the AS/400 system.

Finding Documents within PC Directories

If you keep printed documents in a file cabinet, you go through a sequence of steps to store or find a document. First, you determine what file drawer the document should be in. Next, you determine what divider or folder in that drawer the document should be in. Finally, you identify the individual document in that divider or folder.

To find or create a document within a PC directory, you go through a similar process. You give the system a **document specification**, which consists of the following:

- Drive letter
- Series of subdirectory names
- Document name

The **drive letter** identifies the drive you want to use. It is similar to a file drawer in a file cabinet. The **series of subdirectory names** tells a PC program which directory to use in finding or storing a document. It is similar to a divider or folder in a file drawer. The **document name** is the name plus an optional extension. It is similar to the printed document in a divider or folder.

You type the subdirectory by separating the names of the directories with a \ (backslash) like this:

\letters\march

The first \ tells the PC program that you want to begin at the root directory. Whenever you precede a series of subdirectory names with a backslash, the PC program and DOS start at the root directory.

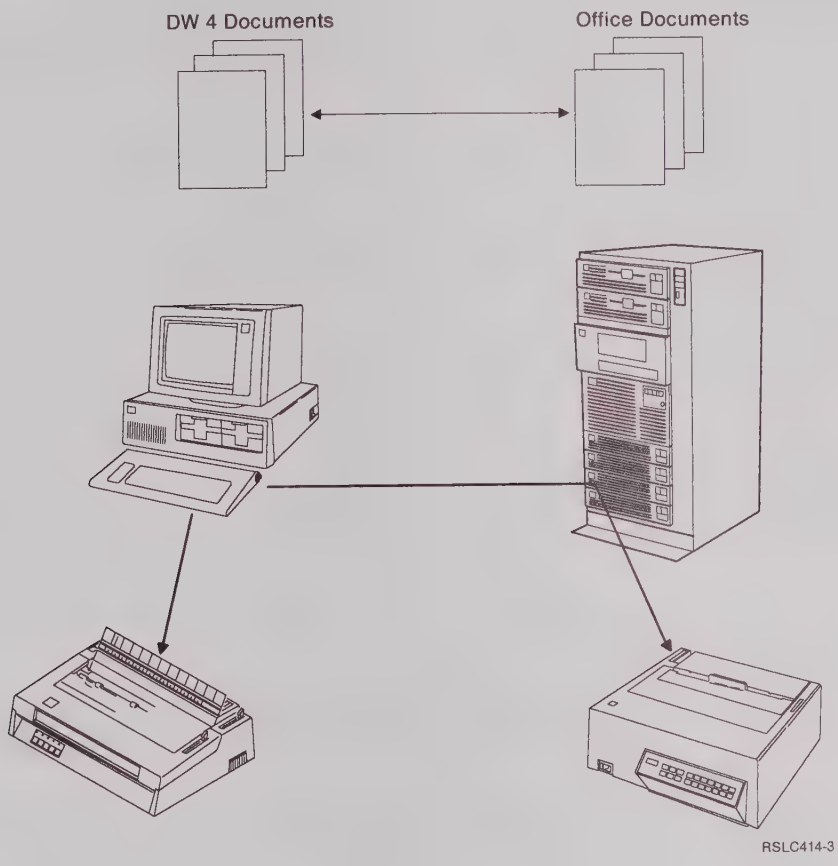
Both the drive letter and the series of subdirectory names are optional if you wish to use the default drive or current (default) directory. You can change both the default drive and the current directory to best suit your needs.

Some directory work can be performed only in DOS. Other work may be performed while in DOS or in a PC program.

Plan for Word Processing with Personal Computers

When you do word processing tasks on personal computers attached to the AS/400 system, you can use both a personal computer word processor and AS/400 Office. A personal computer word processor uses the processing program, DOS, of the personal computer. AS/400 Office uses the processing program of the AS/400 system, called the Operating System/400.

This section has information about using DisplayWrite 4 (DW 4) Version 1.0 as a personal computer word processor, and using the AS/400 Office word processing function on a personal computer. It also has information about exchanging documents between DW 4 and the AS/400 Office word processing function.



DisplayWrite 4

DW 4 allows you to type and name documents, create reports with footnotes, type outlines, produce multiple copy letters with information merged from other documents, perform mathematical computations within documents, check the spelling of your documents, mark changes from one draft to the next, use voice audio annotation support, and print your work.

The PC Support Organizer menu allows DW 4 users to take advantage of AS/400 printers without using the PC Support virtual printer function. When you print a DW 4 document on an AS/400 printer, you are shown the word processing function Resolved Print Options display. You do not need to convert a document to final form before printing.

This special support for printing is flexible; you can print an entire document, a single page, or a range of pages.

Using the DW 4 Get function, the personal computer user can get data from the AS/400 system and merge it into the DW 4 document. To use information from a

query, the personal computer user must have defined the data using a program such as the interactive data definition utility (IDDU). You cannot directly merge information from an AS/400 data or query file with field names typed in a DW 4 shell document to produce repetitive letters.

DW 4 provides an installation program to help you install DW 4 on your system. You need to run the installation program only once on each personal computer. You should run the installation program for each personal computer on which you want to use DW 4.

Before you run the installation program, you need to have DOS in the root directory of a fixed-disk system, or the DOS diskette for a diskette-based system.

Before you run the installation program for DW 4, you will need to make some decisions. During the installation program, you will be asked to supply the following information:

- Which brand name or type of mouse will you use, if any?
- To which port will each mouse be attached?
- Will the mouse be for a right-handed or left-handed person?
- Do you want the display to be configured for character mode or all-points-addressable mode?
- Do you want the display configured for two or more colors?
- Are there any additional or special printers for DW 4? If so, what types of printers are these and to which ports will these printers be attached?
- Do you want to specify a specific drive and directory in which to store text documents?

If you need to plan for additional ports and printers specifically for DW 4, you should do this now. You might also need to plan for mouse attachments, display attributes, and drives in which to store your DW 4 documents.

After installing DW 4, follow the steps to load the program each time you want to use it.

AS/400 Office on the Personal Computer

When you use AS/400 Office word processing on a personal computer that is attached to the AS/400 system with a twinaxial cable, and you do not have AS/400 PC Support installed on the AS/400 system, you are essentially using the personal computer as a dependent work station. AS/400 Office functions the same on the personal computer as it does on an AS/400 dependent work station, except that some unusual symbols are shown as text editing characters on the personal computer. These symbols are the result of the difference between the way the personal computer is built and the way an AS/400 dependent work station is built.

If you have Enhanced 5250 Emulation, you can remove these symbols by running a configuration program. If you have Work Station Emulation, you can remove these symbols by changing the advanced options. The *Office Setting Up and Administering Guide* has information on how to remove the symbols.

These symbols do not occur if the PC Support Organizer menu is installed and the text assist function is running. The text assist function provides the AS/400 Office Edit display with better editing usability and performance. For a summary of the enhancements to the AS/400 Office Edit display provided by the text assist function, see the *Word Processing User's Guide*.

Exchange Documents between AS/400 Office and DisplayWrite 4

The AS/400 Office and DW 4 text editors have functions that may appear to be the same but are not implemented in the same way. These functions are implemented differently because of equipment and program differences. Because these differences are not always easy to identify, you should test your documents, analyze how the documents are to be exchanged, and evaluate how exchanging documents will satisfy the needs of your office.

You exchange documents between the personal computer and the AS/400 system using shared folders. The text of a document you exchange between the personal computer and the AS/400 system can be revisable-form text or final-form text.

Revisable-form text (RFT) can be edited and printed. Revisable-form text contains format instructions in addition to text. Format information includes page width, page length, and other specific information that defines the format of individual lines and pages in the document. For more information on RFT documents, see the *Document Content Architecture: Revisable-Form-Text Reference*, SC23-0758, and the *Revisable-Form Text Document Content Architecture (RFTDCA) Document Interchange Compatibility Guide*, G320-0556.

Final-form text (FFT) can be printed. Final-form text documents are already processed. Therefore, they are not intended to be edited. For more information on FFT documents, see the *Document Content Architecture: Final-Form-Text Reference*, SC23-0757.

To avoid deleting unrecognizable codes, you could send a cover sheet with the document specifying changes that should or should not be made. In your internal procedures manual, you should include information on office standards for exchanging documents, examples of specific documents, and lists of other people in your office who can provide assistance to your users.

AS/400 Office to DisplayWrite 4 in Revisable-Form Text Format

When exchanging an AS/400 Office revisable-form text document to a DW 4 document, you should consider the following differences:

Required backspace: This function is supported on DW 4 and on the text assist function, and shows the required number of left arrows (<--) to the right of where the required backspace begins. To use the required backspace instruction in AS/400 Office you press F9, select the required backspace option, and fill in the number of backspaces you want. This instruction, when sent to DW 4, is converted to xx number of required backspace instructions, where xx is equal to the number of backspaces you wanted. If this document is sent back to AS/400 Office, the required backspace (xx) instruction is displayed and honored.

Table of contents: The table of contents instruction is not supported in DW 4. When a revisable-form text document originating from AS/400 Office contains a table of contents instruction and is sent back to AS/400 Office, AS/400 Office can print the table of contents if outline heading instructions are not deleted.

Margins: AS/400 Office documents that are converted to DW 4 format are received with margins offset one space to the left. This is the opposite of converting from DW 4 to AS/400 Office, where the margins are received one space to the right of the original setting. When DW 4 or the user sends the document back to AS/400 Office without altering the margin format, the margins are unchanged. In either case, the documents will print the same.

Instructions: Instructions in an AS/400 Office document that are not understood by DW 4 are given unassigned codes. The instructions remain intact when sent back to the AS/400 Office user.

Formats: Provided the AS/400 Office document remains within the format options of DW 4, all formats are supported. Any option that is not supported by DW 4 (for example, 9 lines per inch) appears in the Your Choice column as a blank.

Line format changes which include a pitch or type style change are sent from AS/400 Office and supported in the body of the text. The difference between a pitch and a type style change depends on where the instruction is activated. At any point other than the left margin, a type style change can be made. This might simply be the changing of a type face within the same pitch (for example, 10-pitch Rhetoric to 10-pitch Courier). Pitch changes can occur anywhere in the body of a document; however, the instruction must be activated at the left margin. Font changes in the middle of a line that are received at DW 4 appear as type style instructions. If the document is returned to the AS/400 Office user, all formats are intact.

Footnote: External footnote references in AS/400 Office documents to footnotes in another document do not exchange. Similarly, references in DW 4 documents to footnotes in another document do not exchange, the two word processors use different naming conventions.

DW 4 to AS/400 Office in Revisable-Form Text Format

When exchanging a DW 4 revisable-form text document to an AS/400 Office document, you should consider the following differences:

Margins: Documents created using DW 4 and converted to AS/400 Office format will display with margins offset by one space to the right of the original margin settings, but will print the same. For example, margins of 15 and 75 set at DW 4 will become 16 and 76 on AS/400 Office.

If you are sending the document back to DW 4, it is important that you do not change the margins back to the original setting of 15 and 75. If the margin is changed on AS/400 Office, the document will be received by the DW 4 user with the margin altered to the left by one space (that is, 14 and 74).

Formats: Line formats and return-to-format options are supported by AS/400 Office. This also includes pitch and type style changes. Type style changes that occur in the middle of a line in DW 4 are received and converted to a change font instruction (.cf) by AS/400 Office. This .cf instruction displays with the associated type style number (.cf(00086)). Pitch changes are not allowed in font changes that occur in the middle of a line.

Keyboard change: Some keyboards are not fully supported by AS/400 Office. If the keyboard is not supported, text may appear incorrectly on your display. However, the text will print properly if the keyboard is supported by the printer.

Footnote: External footnote references in AS/400 Office documents to footnotes in another document do not exchange. Similarly, references in DW 4 documents to footnotes in another document do not exchange, because the two word processors use different naming conventions.

Cursor draw: Even though AS/400 Office does not have a cursor draw facility, it converts horizontal lines to required hyphens and vertical lines to left brackets.

However, on 5219 Printers, the printed characters depend on the print wheels selected. This would also be true if you were printing from DW 4.

Switch codes: This instruction is not supported in an AS/400 Office document, nor does it display.

Document comment: The document comment is not supported by AS/400 Office in revisable-form text or final-form text. If the document is sent back to DW 4, the document comment is no longer visible to you.

Word underline: The word underline control in documents created using DW 4 is supported when the document is converted to AS/400 Office. If you are using AS/400 Office without the text assist function, the word underline control takes up a position on the display. The word is not underlined on the display, but it is underlined when you print the document.

AS/400 Office to DisplayWrite 4 in Final-Form Text Format

When original AS/400 Office final-form text documents are sent from AS/400 Office to DW 4, the format is not changed.

DW 4 provides a utility for converting final-form text documents to DW 4 internal-form documents. This is not necessarily a recommended approach nor a suggested solution for bypassing the intent of final-form text documents, which is to allow no changes. However, it may be a valuable tool to have available if the need arises and circumstances demand it.

DisplayWrite 4 to AS/400 Office in Final-Form Text Format

When exchanging a DW 4 final-form text document to an AS/400 Office document, consider the following differences:

Page format: Documents received in final-form text from DW 4 are displayed and formatted in AS/400 Office with the first typing line set at 1. In order to honor the DW 4 document's first line, AS/400 Office embeds a skipline (.sk[xx]) instruction. This instruction is based on the first line of the header text. If there is no header text, the first line is assumed from the document format. For final-form text documents, AS/400 Office calculates the last line by dividing the page depth by the number of lines per inch.

Header/footer: Text appears on the screen with the body of the AS/400 Office document. If you try to display the margin text from the AS/400 Office document format Header/Footer display, the display will be blank. All header/footer text is resolved during conversion to final-form text and no longer exists as discrete header/footer text.

Alternating header/footer: Since margin text has been resolved prior to exchange, it appears as *print image body text*. Alternating margin text contained in final-form text documents sent from DW 4 to AS/400 Office is printed in the same format as in DW 4.

Margins: As for revisable-form text documents, margins appear in AS/400 Office documents one space to the right of their original position, but will print in the original position.

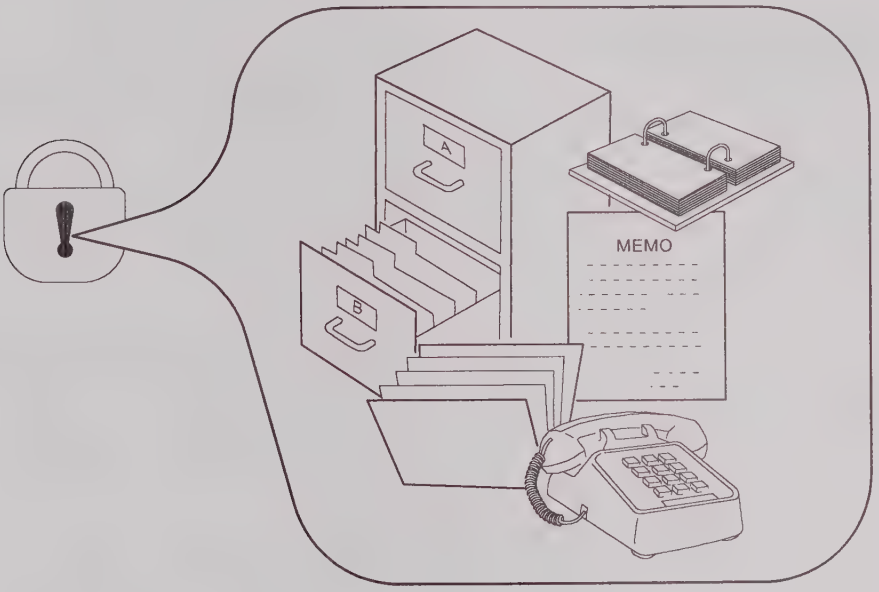
Line format change: Line format changes are added wherever the lines per inch, justification, pitch, and line specifications change.

Switch codes: This instruction is not supported in an AS/400 Office document, nor does it display.

Document comment: The document comment is not supported by AS/400 Office in revisable-form text or final-form text. If the document is sent back to DW 4, the document comment is no longer visible to you.

Chapter 6. Planning for Security

Security consists of the various ways to control who can use your equipment, programs, and data. Security is important in order to prevent the accidental or intentional misuse or deletion of these important assets. In AS/400 Office, security is especially important if more than one user shares objects, such as documents and folders, because a person using an object is not necessarily the owner of that object.



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For your AS/400 system, security includes:

- Physical security, which includes protecting the system devices and media against damage or unauthorized use.
- User profiles, which specify the level of authority each user has to use objects on the system. For each user, a user profile lists all objects the user is authorized to use. It also indicates if the user has any special authority to use objects that are not listed. Group profiles can be used if you want a group of users to have the same kind of authority.
- Resource security, which specifies the security information assigned to each object on the system. For each object, resource security lists the users who can use the object and what level of authority each listed user has. It also indicates what level of authority the public (the users who are not listed) has to use the object. Authorization lists can be used to specify the authority for a group of users.

The level of security you select for your system determines whether you use resource security.

This chapter covers the following planning information:

- Plan for Physical Security
- Identify the Administrator's Security Responsibilities
- Plan for Levels of Security
- Plan for Levels of Authority
- Plan for Major Ways to Secure Office Objects
- Identify the Sequence of Authority Checking
- Plan for Security for Various Types of Objects

Plan for Physical Security

If your office already has an existing security plan with procedures for controlling sensitive information, you should update this plan to include the requirements of the AS/400 Office.

An important part of securing your system is ensuring its physical security. Physical security includes the following:

- Limiting who can use your system by placing it in a locked room.
- Limiting the use of the entire system by using the Security switch on the system control panel. You can also limit the use of one or more of your display stations with an optional lock, called the Keylock feature.
- Protecting your information by copying it from the system to diskette or tape. These copies allow you to recover quickly from accidental damage to or loss of your information.

  The information on these diskettes or tapes is unsecured. You should allow only authorized people access to these diskettes or tapes.

  Protect your diskettes or tapes by storing them in a fireproof safe or at another location. You should always keep your diskettes or tapes away from magnetic fields.

For more information about physical security, see the *Security Concepts and Planning* manual.

Identify the Administrator's Security Responsibilities

The owner of an object can specify the level of authority other users have for each object they own, as explained in "Plan for Levels of Authority" on page 6-4. They can also control access to those objects, as explained in"Plan for Major Ways to Secure Office Objects" on page 6-7 .

As an administrator, you should do the following to help the users in your office manage security:

- Request that the security officer give you *SECADM special authority in your user profile. You must have this special authority to enroll other office users in an AS/400 Office.
- Set up and manage office security procedures.
- Decide what to secure, such as folders that contain classified documents.
- Write and distribute guidelines for security procedures.

- Identify other people to be available to help with security if you are not. Realize, however, that the more people involved in security, the weaker your control of the system.

If users in your office will be creating queries and running queries against data base files, there are additional security considerations. For information about Query, see the *Query User's Guide*.

You should also consider the following trade-offs when deciding to use system security:

- Security versus cost: Security plans may involve additional equipment, display station keylocks, and vaults for storage. All of these add expenses to your office's operation.
- Restriction versus accessibility: System security controls who accesses the system. You should weigh the security benefits of these restrictions against the benefits of easier access to the system.
- Control versus efficiency: Security gives you more control over your information, but efficiency may be reduced because security requires various identification, authorization, and audit procedures, all of which take more time.

Plan for Levels of Security

Although security may be desirable, the AS/400 system does not require you to use security. The system allows the security officer to select any of the following levels of security:

- Level 10: The system is not secured. No password is required to sign on. No resource security is used, so all users can access and use all system resources.
- Level 20: The system has limited security. A password is required to sign on, but no resource security is used. All users can access and use all system resources.
- Level 30: The system is fully secured. A password is required in order to sign on. Resource security is used, which means the system resources available to users depend on what objects they have authority to use and on what special authorities they have.

Regardless of the level of security, users must be enrolled in AS/400 Office to use AS/400 Office.

Plan for Levels of Authority

If you are using resource security (your system is operating at security level 30), an object owner or the security officer can give other users one of four levels of authority to work with each object.

The four levels of authority, listed in order from least secure to most secure, are:

- ALL: The user can do all operations on the object except the following, which can be done only by the owner, the security officer, or an administrator:
  - Change the ownership of the object
  - Give a user authority to work with the object again after that authority was taken away from the user

  Notice that an object can have only one owner, but many users can have ALL level of authority to work with the object.
- CHANGE: The user can change the contents and description of the object.
- USE: The user can view the contents and description of the object, but cannot change either of them.
- EXCLUDE: The user does not have authority to do any operations on this object.

The following table, which shows the level of authority needed to do various operations on folders and documents, is the basic model for AS/400 Office security. For more information about document and folder authority, see "Documents and Folders" on page 6-14.

Level of authority	Operations you can do on folders	Operations you can do on documents
ALL	• Give authority to use the folder • Take away authority to use the folder • Rename the folder • Delete the folder[1] • Save the folder[2] • Do all folder operations listed for the CHANGE and USE levels of authority	• Give authority to use the document • Take away authority to use the document • Rename the document • Delete the document • Save the document • Restore the document[3] • Do all document operations listed for the CHANGE and USE levels of authority
CHANGE	• Change the folder description • Add objects to the folder • Do all folder operations listed for the USE level of authority	• Change the document description • Edit the document if it is revisable • Mark the document for offline storage • Do all document operations listed for the USE level of authority
USE	• Read the folder description • List the folder directory or search within a folder	• Read the document description • Read the document • Move the document[4] • Copy the document[5] • Print the document
EXCLUDE	• No authority to work with the folder	• No authority to work with the document

1 To delete a folder, the user must have ALL level of authority for each object in the folder or must have *SECADM special authority. Objects for which the user does not have ALL authority are not deleted. Therefore, the folders containing those objects are not deleted either. The system sends a message to the user, warning him that not all objects in the folder were deleted.

2 To save a folder, the user must have ALL level of authority for each object in the folder or must have *SAVSYS special authority. Objects for which the user does not have ALL authority are bypassed, and the system sends a message to the user, warning him that not all objects were saved.

3 If the restored document does not replace an existing document, the user must have CHANGE level of authority to the folder (if any) to which the document is restored.

4 If the moved document does not replace an existing document, the user must have CHANGE level of authority to the folder (if any) to which the document is moved. If the moved document does replace an existing document, the user must have ALL level of authority to the document being replaced.

5 If the copied document does not replace an existing document, the user must have CHANGE level of authority to the folder (if any) to which the document is copied. If the copied document does replace an existing document, the user must have CHANGE level of authority to the document being replaced.

Copy or Move Documents

If a copy operation results in replacing the contents of an existing document, the authorizations that exist for that document do not change. If the copy operation does not result in replacing an existing document, the new document has all the authorizations that exist for the old document. The user that copied the document is the owner of the new document. The owner of the original document has ALL authority to the new document.

Authorizations on moved documents are not changed.

Saving and Restoring Objects

The Save Document Library Object (SAVDLO) command saves the following object authorizations:

- Owner
- Public authority
- Authorization list name
- Security level (personal or not personal)

If you save an object and then delete it from the system, the specific authorities for the object are lost. Specific authorities are saved only if you save the system with the Save System (SAVSYS) command.

The Restore Document Library Object (RSTDLO) command sets the authorization on the restored object based on whether the object is new or replaces an existing object. The following table shows how the authorization level of a restored folder or document relates to the authorization level of the saved object.

Saved Object	Authority Level of Restored Object That Is New	Authority Level of Restored Object That Replaces Existing Object
Owner	Restored (if owner exists) QDFTOWN (if not)	No change from existing object
Authority (public)	Restored	No change from existing object
Authorization list	Restored (if list exists on system) None (if does not exist)	No change from existing object
Specific authorities	Not restored	No change from existing object
Access codes	Not restored	No change from existing object
Authority level	Restored	No change from existing object

Warning: If you restore a new document or folder that used specific authorities to override public authority or an authorization list, the specific authorities are not restored with the document. To make sure the restored document or folder is completely secured, it is important to reestablish these specific authorities.

Plan for Major Ways to Secure Office Objects

To control access to AS/400 Office objects, you can use:

- Resource security
- Working with mail for another user
- Special authority

You can use whichever of these ways is most appropriate for your office. For example, if your users do not share objects and your only need for security is to save and restore objects, then special authority may be adequate. However, if your users do share objects, they may need to work with mail for other users. Or, if they share objects and you want them to be able to control access to objects fully, they will need to use resource security.

AS/400 Office does not allow security to be defined for folders or documents before they are created.

Resource Security

When you secure AS/400 Office resources (folders and documents), you specify which users are authorized to use the object and the level of authority each user has. You can do this by one or more of the following ways:

- Give specific authority to an individual user profile name
- Give specific authority to a group profile name
- Specify an authorization list name
- Specify public authority
- Specify an access code

To specify the security for a document or folder, you can use menu options or commands. You can use any of the four levels of authority (ALL, CHANGE, USE, or EXCLUDE).

The following commands are used to give or take away resource security:

- Add Document Library Object Authority (ADDDLOAUT)
- Change Document Library Object Authority (CHGDLOAUT)
- Remove Document Library Object Authority (RMVDLOAUT)
- Edit Document Library Object Authority (EDTDLOAUT)

Specific Authority

Specific authority means the ability of an authorized user to give to (or take away from) individually named user profiles a specific level of authority to work with that object. Specific authority is normally used only to override an authorization list or public authority.

Group Profiles

Authority for an object can be given specifically to a group profile. A user profile that is a member of the group has the same authority as the group profile. However, a member of the group can be given specific authority in addition to the authority in the group profile, and the specific authority overrides the authority of the group profile.

Unlike other products on the AS/400 system, AS/400 Office cannot give ownership of an object to a group profile. All AS/400 Office objects created by a user are owned by that user.

Access codes can be assigned to a group profile. Access codes from the group are combined with access codes from the user (at enrollment verification time) and compared with the access codes assigned to the object when object authorization is checked. For more information about access codes, see "Access Codes" on page 6-9.

Authorization Lists

An authorization list is a list of users and the level of authority assigned to each user on the list. When an object or group of objects is created, authorization to the object or group of objects can be managed using the authorization list.

An authorization list has these advantages:

- The same authorization list can be used for many objects.
- All users on the list can be authorized to the object or group of objects in one operation.
- By adding a user to (or removing a user from) an authorization list, you can change the security for all objects secured by that authorization list.
- Authorization lists reduce the number of authorities on the system.

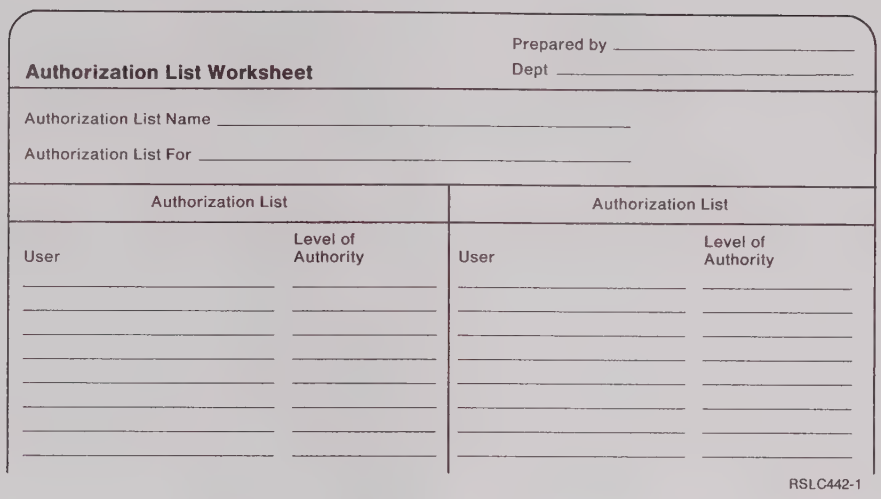
Each user on an authorization list can have any of the four levels of authority.

Authorization lists can be created and managed using menu options or the following commands:

- Display Authorization List (DSPAUTL)
- Create Authorization List (CRTAUTL)
- Delete Authorization List (DLTAUTL)
- Add Authorization List Entry (ADDAUTLE)
- Remove Authorization List Entry (RMVAUTLE)
- Change Authorization List Entry (CHGAUTLE)
- Display Authorization List Objects (DSPAUTLOBJ)

For more information about these commands, see the *Security Concepts and Planning* manual.

To keep track of each authorization list you plan to create, you can use the "Authorization List Worksheet" on page A-27. You can use this worksheet when you create authorization lists, as described in the *Office Setting Up and Administering Guide*.



Use the following descriptions to help you fill out this worksheet.

Authorization list name: Write the name of the authorization list. You should assign a name that is easy to remember and meaningful to your office activities. The name can be up to 10 characters long. However, some other systems do not allow names to be longer than 8 characters, so if you use a communications network for remote access, you should limit the authorization list name to 8 characters. This first character of the name must be A through Z, #, $, or @. The remaining characters can be any combination of alphabetic or numeric characters.

User: Write the user profile name of each user included on the authorization list.

Level of authority: Write a level of authority for each user on the authorization list. Allowed levels of authority are ALL, CHANGE, USE, or EXCLUDE. Levels of authority are described in detail in "Plan for Levels of Authority" on page 6-4.

Public Authority

Public authority (*PUBLIC) is a parameter used in commands that create objects. It specifies what authority the owner gives to the public (that is, all users who are not specifically authorized or in an authorization list) for the object being created.

The owner can give the public any of the four levels of authority (ALL, CHANGE, USE, or EXCLUDE). The owner can also defer the public authority to the public authority defined in an authorization list using *AUTL.

Access Codes

Users who are assigned an access code can read documents or list folders that are assigned the same access code. Because access codes allow a user only *USE authority, they are not as flexible as other ways to control access. They are available on the AS/400 system only for consistency with previous IBM systems.

There can be up to 2047 assigned access codes on the system. Any office user can assign an access code to a document when filing a document or changing a document description. Access codes must be defined to the system before users can assign them to documents. Only the security officer can define access codes unless the security officer grants other users authority to the Add Access Code (ADDACC) command.

Access codes allow only the USE level of authority. Access codes can be assigned to groups of users that have a common need to access specific documents. For example, you can define an access code for each department so that commonly used procedural documents can be retrieved or distributed. You can also define access codes for projects, task forces, or other temporary groupings that cross department lines.

The following is an example of how access codes might be administered. Note that the numbers are not related to levels of authority. The higher numbers do not imply higher authority.

Access Codes	Description
1-99	Departments
100-199	Locations
200-299	Products
300-399	Projects
400-499	Task forces
500-599	Committees
600-2047	Available

Access code zero is a specially defined access code meaning public access. Documents and folders assigned an access code of zero are accessible to all users. Access code zero results in a public authority of USE.

Access code zero is not listed as an access code assigned to a user even though all users by definition have access to objects with access code zero assigned.

Access codes are managed through the following commands:

- Add Access Codes (ADDACC)
- Remove Access Code (RMVACC)
- Display Access Codes (DSPACC)
- Grant Access Code Authority (GRTACCAUT)
- Revoke Access Code Authority (RVKACCAUT)
- Display Access Code Authority (DSPACCAUT)

Working with Mail for Another User

When one user works with mail for a second user, he can work with all mail, documents, and folders that the second user is authorized to work with, except documents and folders that are marked personal. When one user works with mail for a second user, the second user's profile is used to determine authority. The second user's authorities are not added to the first user's authorities. The first user's authorities are ignored when that user is working with mail for a second user.

If you do not want other users who are working on your behalf to have access to a document or folder that you own, you can mark it personal when you secure the document or folder.

The following commands are used to give or take away permission to work with mail for another user, or display the users who have permission to work with mail for others:

- Grant User Permission (GRTUSRPMN)
- Revoke User Permission (RVKUSRPMN)
- Display User Permission (DSPUSRPMN)

Special Authorities

There are several special authorities that can be specified in a user profile. All of the special authorities are described in the *Security Concepts and Planning* manual. Two of these special authorizations have meaning in the AS/400 Office environment:

*SECADM
*SAVSYS

*SECADM allows a user with that authority to perform certain office administration functions without having specific authorization. These functions can be performed by using menus or commands. These functions are:

- Enroll users in AS/400 Office
- Add users to the system distribution directory
- Change or display authority for documents or folders
- Add or remove access codes to the system
- Grant or revoke access code authority to the system
- Grant or revoke permission for users to work on your behalf
- Delete documents and folders
- Delete document lists
- Change distribution lists created by others
- Use certain AS/400 Office functions

*SECADM allows a user with that authority to use the following commands:

- Add Directory Entry (ADDDIRE)
- Change Directory Entry (CHGDIRE)
- Remove Directory Entry (RMVDIRE)
- Work with Directory (WRKDIR)
- Change Document Library Object Owner (CHGDLOOWN)
- Display Document Library Object Authority (DSPDLOAUT)
- Add Access Code (ADDACC)
- Remove Access Code (RMVACC)
- Grant Access Code Authority (GRTACCAUT)
- Revoke Access Code Authority (RVKACCAUT)
- Grant User Permission (GRTUSRPMN)
- Revoke User Permission (RVKUSRPMN)
- Delete Document Library Object (DLTDLO)
- Delete Distribution List (DLTDSTL)
- Add Distribution List Entry (ADDDSTLE)
- Remove Distribution List Entry (RMVDSTLE)
- Work with Distribution List (WRKDSTL)

*SAVSYS allows a user with that authority to run save and restore commands without having authorization to the documents or folders specifically. These commands are:

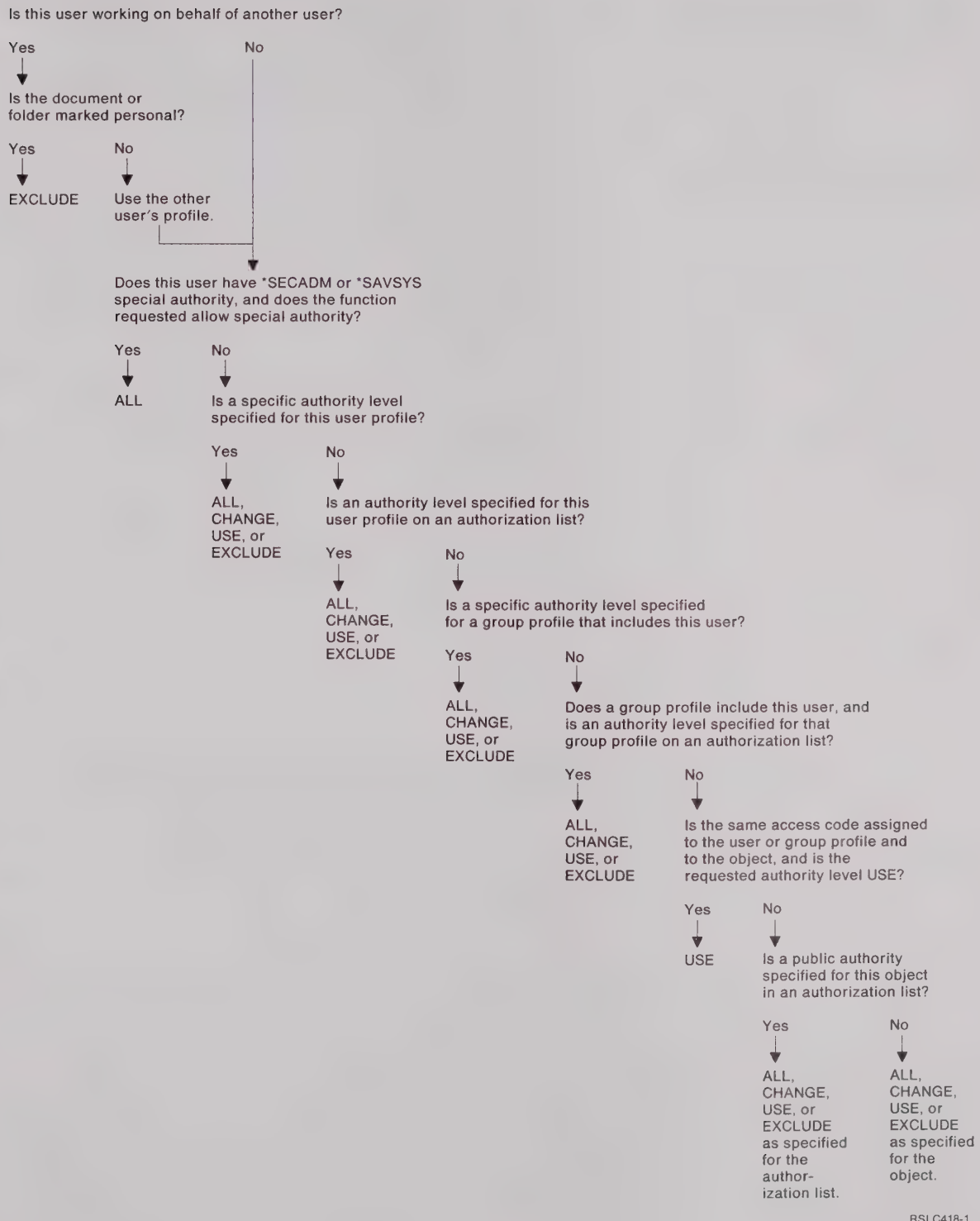
- Save Document Library Object (SAVDLO)
- Restore Document Library Object (RSTDLO)

More information about these commands is available in the online help information.

Identify the Sequence of Authority Checking

A user can be authorized to a document or folder in several ways: specifically, through an authorization list, through public authority, or through access codes. A user can be excluded through one authorization, but included in another. In addition, users given *SECADM special authority have extra authority to objects. Because conflicts may result from the various types of authority, rules are required to resolve such conflicts.

The rules used to resolve possible conflicts over authority to an object are called **authority checking**. Authority is always checked in the same sequence, which is shown in the following figure. To read the figure, start at the top and read down, taking the appropriate branch at each decision point. The first time a branch leads to a specific authority level (ALL, CHANGE, USE, or EXCLUDE), the checking stops.


Is this user working on behalf of another user?
Yes
No
Is the document or folder marked personal?
Yes
No
EXCLUDE
Use the other user's profile.
Does this user have *SECADM or *SAVSYS special authority, and does the function requested allow special authority?
Yes
No
ALL
Is a specific authority level specified for this user profile?
Yes
No
ALL, CHANGE, USE, or EXCLUDE
Is an authority level specified for this user profile on an authorization list?
Yes
No
ALL, CHANGE, USE, or EXCLUDE
Is a specific authority level specified for a group profile that includes this user?
Yes
No
ALL, CHANGE, USE, or EXCLUDE
Does a group profile include this user, and is an authority level specified for that group profile on an authorization list?
Yes
No
ALL, CHANGE, USE, or EXCLUDE
Is the same access code assigned to the user or group profile and to the object, and is the requested authority level USE?
Yes
No
USE
Is a public authority specified for this object in an authorization list?
Yes
No
ALL, CHANGE, USE, or EXCLUDE as specified for the author-ization list.
ALL, CHANGE, USE, or EXCLUDE as specified for the object.
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Plan for Security for Various Types of Objects

Each type of object on your system has specific security considerations. The following are the types of objects commonly used in AS/400 Office, and the specific security considerations for each type.

Documents and Folders

It is important to understand that authority checking on the AS/400 system is not hierarchical, but is done on each individual object. Therefore, security for a folder is separate from security for documents in that folder. A user who has authority to a folder does not necessarily have authority to documents in that folder. Similarly, a user who has authority to a document in a folder does not necessarily have authority to the folder. If you list the contents of a folder, the list will indicate the objects in the folder that you are authorized to use.

When you secure a document, you secure the document content, the document description, and document management. When you secure a folder, you secure the folder table of contents, the folder description, and document management.

When you create a document or folder, the security of the previous level folder is used unless you specifically secure the newly created document or folder.

For a list of the operations on documents and folders that require each level of authority, see "Plan for Levels of Authority" on page 6-4.

Documents

The following operations on documents require the user to have folder authority as well as document authority:

- Create a document in a folder
- Restore a document into a folder if the document is added as a new object in the folder (unless the user has *SAVSYS special authority or ALL object authority)
- Copy a document into a folder if the document is added as a new object in the folder
- Move a document into a folder if the document is added as a new object in the folder
- List the documents in a folder

Folders

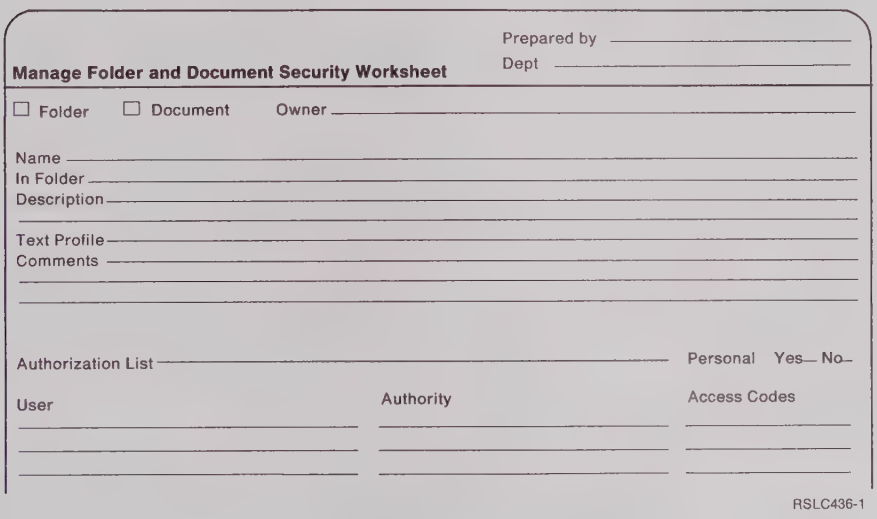
Folder operations that display or change the table of contents require the user to have folder authority. Examples include:

- The word processing function Create a Document requires CHANGE folder authority.
- The word processing function Work with Documents requires USE folder authority.
- The mail function File Local requires CHANGE folder authority if the document is filed in a folder.
- The AS/400 PC Support function Create a File requires CHANGE folder authority.
- The AS/400 PC Support function List Subdirectory requires USE folder authority.

The following operations require that the user be authorized to the objects within a folder as well as to the folder:

- Delete a folder and all objects in the folder (unless the user has *SECADM special authority)
- Save a folder and all objects in the folder (unless the user has *SAVSYS special authority or ALL object authority)
- List folder objects

To keep track of each folder or document you plan to secure, you can fill out the "Manage Folder and Document Security Worksheet" on page A-15. These forms help keep track of who is accessing what in your office. You can use this worksheet when you secure folders and documents, as described in the *Office Setting Up and Administering Guide*.


Prepared by _____
Dept _____

Manage Folder and Document Security Worksheet

☐ Folder ☐ Document Owner _____

Name _____
In Folder _____
Description _____
_____
Text Profile _____
Comments _____
_____
_____

Authorization List _____ Personal Yes— No—

User	Authority	Access Codes
_____	_____	_____
_____	_____	_____
_____	_____	_____

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You may have filled out other security planning forms from the *Security Concepts and Planning* manual or the system planning guide for your system unit. Use whichever forms you find most useful.

Use the following descriptions to help you fill out this worksheet. If you used these worksheets to plan your folders, you have already filled out some of the information.

Folder or document: Check whether you are securing a folder or a document.

Owner: Write the name of owner of the folder or document. The owner of a folder is the user who creates or files the object.

Name: Write the name of the folder or document you are securing. A document or folder name can be 1 to 12 characters long, including an optional extension. If no extension is included, the name can have a maximum of 8 characters. If an extension is included, the extension must begin with a period and can have up to 3 additional characters. The characters can be alphabetic (A to Z) or numeric (0 to 9), and can include these special characters: # @ $ _

In folder: If the folder or document is within a folder, write the folder name or path.

Description: Write a description of the folder. This description can be viewed when looking at a list of folders so you can quickly identify the contents of the folder.

Text profile: Write the name of the text profile you want to use for this document, or for all new documents created within this folder.

Comments: Write any information that is important for the folder or document. The comments are for your information only; they are not used on a display when you are creating or securing documents or folders.

Authorization list: Write the name of an authorization list you planned for in "Authorization Lists" on page 6-8.

Personal: Check Y (Yes) if this document or folder is personal. Check N (No) if it is not personal.

User: List the user profile names of the specific authorities (if any) that override the authorization list.

Authority: Beside each user profile name, enter the authority given to this user profile. Allowed authority levels are ALL, CHANGE, USE, or EXCLUDE. Levels of authority are described in detail in "Plan for Levels of Authority" on page 6-4. If you want to specify the authority for users not on the authorization list or not listed specifically, write the authority beside the entry for *PUBLIC.

Access codes: Enter the access codes (if any) assigned to this folder or document. For information about access codes, see "Access Codes" on page 6-9.

Files and Libraries

If you create queries and merge text and data, you may need to secure your files and libraries. To change the public authority for a file or library, you use the Edit Object Authority (EDTOBJAUT) command. For more information on securing files and libraries, see the *Security Concepts and Planning* manual.

Additional Spelling Dictionaries

If you have created a system supplemental dictionary to be used by your office to check the spelling of your documents, you should secure it so only you or someone of your choice can update this dictionary. The system supplemental spelling dictionary is stored in the library named QUSRSYS. You must have at least CHANGE authority to the system supplemental spelling dictionary. This library is created automatically when you first add words to the system supplemental spelling dictionary. The user supplemental spelling dictionaries and user-defined dictionaries are also stored in the library named QUSRSYS. For more information about these dictionaries, see "Plan for Additional Spelling Dictionaries" on page 3-14. A user must have at least CHANGE authority to a user supplemental or user-defined spelling dictionary to update the dictionary, or USE to use the dictionary.

Text Profiles

AS/400 Office allows you to create text profiles that automatically set the defaults for each document you create. One profile is supplied with the system, called SYSTEM, which contains commonly used defaults. Because this system profile is used by all users until another text profile is specified, you should secure the system profile so that no changes are made unintentionally. By securing the system profile, you can better control the changes made to this profile.

If you create other text profiles, you should secure them so only you or someone of your choice can change or use this text profile for documents.

You secure a text profile the same way you secure a document. Text profiles are stored in the folder named QPRFFLR. You might also want to secure this folder.

Personal Computer Documents

If you have AS/400 PC Support in your office, security is even more important. Because AS/400 folders can be accessed by a personal computer and copied to a personal computer diskette, the security of these folders from the AS/400 system must also be emphasized.

Once a document has been copied to a personal computer diskette, this diskette can be used by anyone who has access to a personal computer. Therefore, extreme care must be taken in controlling the copying of data from a secured AS/400 disk to an unsecured personal computer diskette. Once data is copied to a personal computer diskette, AS/400 PC Support security cannot prevent a user from accessing the data on the diskette.

Shared Folders

Access to shared folders is controlled in the same way as access to other folders and documents on the AS/400 system. See "Plan for Major Ways to Secure Office Objects" on page 6-7.

Remember that authority checking on the AS/400 system is not hierarchical but is done on each object separately. Therefore, a user who has authority to a folder does not necessarily have authority to documents in that folder, and a user who has authority to a document in a folder does not necessarily have authority to the folder.

Menus

Another way to control access to system objects is to restrict a user to using a single menu or sequence of menus, called **mandatory menus**. Mandatory menus are defined in the user profile. For more information about defining mandatory menus, see the *Security Concepts and Planning* manual.

Chapter 7. Planning for AS/400 Office in a Network

A network sets up communications between different systems so they can send and receive mail items, such as messages and documents. A distribution service allows this distribution between the systems. The distribution services for AS/400 Office is provided by System Network Architecture Distribution Services (SNADS). A SNADS configuration must exist on all systems that use distribution services.

The other office users on your AS/400 system are **local** users, and your document library is a local document library. If your system is a part of a network, the other systems in the network are **remote** systems. When your system is a part of a network, you can work with remote document libraries and send and receive messages and documents from remote users.

To communicate with remote users, there must be entries for the remote users in the system distribution directory, and routing information for the other systems. Routing is controlled by the following information in the SNADS configuration:

- Distribution queues, which contain information required to send distributions to other systems in your SNADS network.
- Routing table, which determines which distribution queue the distribution is added to.
- Secondary system table (optional), which specifies alternate system names for the local system.

To use remote document libraries, the remote document libraries must be added to the local system, and there must be a distribution queue for each remote document library.

This chapter presents the following information:

- Plan for Remote Users in the System Distribution Directory
- Plan for Remote Distribution Lists
- Plan for Routing
- Plan for Remote Document Library Services
- Plan for RSCS/PROFS Bridge

Detailed planning information can be found in the *Data Communications Planning Guide*. More detailed information about document distribution can be found in the *Distribution Services Network Administrator's Guide*.

Plan for Remote Users in the System Distribution Directory

The system distribution directory contains the user ID/address and description of that user ID for each local user authorized to send and receive distributions on the SNADS network. Each local user must have a user profile on the system before you can enroll him in the system distribution directory. The system distribution directory entry can be created during AS/400 Office enrollment, as discussed in Chapter 2, "Planning to Enroll Office Users."

A system distribution directory entry for a remote user has the same information as a local user, but in addition the remote user's system name must be specified. The remote user must also be enrolled as a local user on the remote system defined by the system name.

A remote user is not required to have a user profile on the local system. However, if a remote user will be accessing the document library on the local system, that remote user must be enrolled on the local system, and must have a user profile.

Note: This is only for the remote user to access the document library. A user with a remote system name cannot send or receive from your local system. Remote users may send and receive distributions only at their system.

User IDs in a SNADS network are used to route distributions to users receiving distributions and to route response messages to the senders of the distributions. The response messages include status for distributions, for example: `delivered`, `canceled`, and `user ID not valid`. Because the user IDs are used to route both distributions and response messages, all users must be enrolled individually or by using default user IDs on all systems from which they expect to receive distributions and on all systems to which they expect to send distributions.

Using Default User ID/Addresses

If your system is part of a network of systems, you can use default entries to reduce the number of directory entries you need for remote users on systems in a SNADS network.

With an *ANY or an *ANY *ANY entry in the local system distribution directory, the distribution is routed to the remote system even if an individual two-part user ID is not contained in the local system directory. The *ANY entry is used for the first part of the user ID and the *ANY *ANY entry is used for both parts of the user ID. For delivery of the distribution at the remote location, the directory at the remote location is searched for the individual two-part user ID specified on the distribution, and the distribution is made because of the specified user ID.

Because the default *ANY or *ANY *ANY values are used only for distributions to remote locations, the system name cannot be the local system name.

The advantage of default values for remote distribution are twofold. The user need only be enrolled once in their local system. If the user moves, the distributions will be routed by the default values. If you use *ANY or *ANY *ANY entries you are not required to enroll remote users locally.

Using *ANY Entries

If you use group names for the address part of the user IDs on a system, you can specify *ANY for the user ID part of a directory entry on any other system. This means that you could enroll a large group of remote users (all with the same address part of the user ID) with only one entry in your system directory, that one entry specifying *ANY for the user ID portion and the group name for the address portion of the two-part user ID. For example, if a system in Philadelphia has the following entries:

User ID		System
BEN	PRINTER	PHILA
JOHN	PRINTER	PHILA

A system in New York could have the following entry:

User ID		System
*ANY	PRINTER	PHILA

In this case, a distribution sent to a user who is not enrolled in NY, but for whom the address part of the user ID is PRINTER (for example, BEN PRINTER or JOHN PRINTER), would be sent to PHILA when a different remote enrollment is found on New York. PHILA, in turn, attempts to find a match for the user receiving the specified distribution in its system directory. The distribution, then, would be delivered to the same user (if any). If there is no match, the delivery fails and an error message is returned to the user who sent the distribution. The system name specified on an *ANY entry cannot be the local system name.

Using *ANY *ANY Entries

If you specify a directory entry of *ANY *ANY, any distributions sent to user IDs that are not in your local system distribution directory, and that do not have *ANY entry, are sent to the system name specified in the *ANY *ANY entry.

The following rules apply to *ANY *ANY entries:

- Only one entry can be in the system distribution directory with *ANY *ANY specified as its user ID.
- The system name specified on an *ANY *ANY entry cannot be the local system name.
- If a user misspells a user ID when sending a distribution, and your system includes an *ANY or *ANY *ANY entry that matches, that distribution is sent over the network to the remote system (system name) identified in the *ANY or *ANY *ANY entry. On the remote system, the misspelled user ID could match an enrolled user in the remote system directory and the distribution will be delivered in error to that user. If the misspelled user ID does not match any entries in the remote system's directory, an error will occur.

System Distribution Directory Enrollment Arrangements

You can use one of the following arrangements to enroll users in the system distribution directory:

- Enroll all users in the network on each system.
- Use a central system instead of enrolling each user individually.
- Use a group central system instead of enrolling users individually.

Before you choose one of the possible arrangements, you must consider the following general rules:

- A user ID must refer to only one user on the network.
- No two systems should direct entries to each other through default user IDs (*ANY or *ANY *ANY entries).

Enrolling All Users Individually

With this arrangement, you must enroll all users in the network as remote users on each system from which they expect to receive distributions. Also, because of how SNADS returns messages, for example confirmation of delivery, individual users should be enrolled as remote users in all systems to which they send distributions.

If you are enrolling all users individually, do not use *ANY *ANY or *ANY entries on any system in the network. If a user on a system sends an item to a user ID that is not valid, the user receives an error message immediately, without having items sent over the SNADS network before the error is found.

Enrolling Users Using a Central System

Choose one of the systems to be the **central system**. The central system should *not* have an *ANY *ANY entry; all other systems on the network *should* have *ANY *ANY entries that point to the central system.

Note: No system on this type of network should have an *ANY entry.

The central system includes one user's directory entries for all users on the network. These directory entries specify the correct remote system name for each user ID if the central system is not their local system. The central system can then forward distributions to the correct destination. With this arrangement, users not on the central system need to be enrolled at least twice: once on their local system and once on the central system. Users on the central system need be enrolled only once, because the central system is their local system.

The advantage of having a central system is that distributions can be sent to remote users who are not enrolled on the local system. That is, if JIM PLANNER is not enrolled in Dallas, a user in Dallas can still send a distribution to him. The *ANY *ANY entry in Dallas sends the distribution to New York. New York sends it to Philadelphia. JIM PLANNER must be enrolled on two systems, Jim's local system (Philadelphia) and the central system (New York).

The disadvantage of having a central system is that distributions sent to user IDs that are not valid are not detected on the originator's system. The error message is returned to the sender only after the distribution reaches the central system and cannot find a matching user ID.

Enrolling Users Using a Group Central System

If users in a group are on more than one system, you can choose one of those systems to be the **group central system** for that group. You can have *ANY entries in your network if you use group entries (like JIM PLANNER and MARK PLANNER) where the second part of the user ID names a group.

Note: If you use *ANY entries, do not use *ANY *ANY entries on any system in the network.

Other systems can specify one *ANY entry for that group instead of individual entries for each remote user in that group. Of course, these systems must specify individual entries for local users who are part of that group. In this arrangement, the group central system must have entries for all members of that group, both local and remote.

The advantage of using group central systems is that the number of directory entries is reduced. For example, if printers are only enrolled at Philadelphia, all other systems can specify *ANY PRINTER PHILA instead of enrolling every individual user that must receive distributions from them.

Plan for Remote Distribution Lists

A distribution list is a list of directory entries from the system distribution directory. A distribution list can include entries for local users, remote users, or remote distribution lists. Local user IDs must already be defined in the system distribution directory before being added to a distribution list. Remote user IDs or remote distribution list IDs must be defined in the system distribution directory, or an *ANY or an *ANY *ANY entry for that remote system must be defined.

If your local distribution list names a distribution list on a remote system, you are not required to name each user on that list in your local distribution list. This reduces the effort needed to coordinate changes to distribution lists in the network. If changes are required, make them to that distribution list on the remote system, and changes do not have to be made at the local system. This is very important if a distribution list on a remote system is named on several other distribution lists.

In addition, the people at each location are usually best qualified to decide who should be on a distribution list, and know about any changes that need to be made to the list. Other locations that distribute to that location do not need to consider changes made to the users list at that location. This is an advantage because if a user is added to or removed from the distribution list in Philadelphia, the Philadelphia list can be changed without needing to add the new user on the New York list.

When a distribution is received at an AS/400 system from another system, and the distribution is addressed to a distribution list on that AS/400 system, that system only delivers the item to the local users. If the local distribution list contains any remote user IDs, the items are not sent to any remote system. This prevents a distributed item from looping between systems. This looping could happen if two systems had distribution lists that addressed to each other.

Plan for Routing

When a distribution is sent, each recipient is identified by a two-part user ID/address. The system looks for the user ID/address in the system distribution directory. If the user ID/address is found in the system distribution directory and the system specified by this entry is the local system, the distribution is delivered to the local recipient. If the system for that recipient is a remote system, the distribution must be routed to the appropriate remote system. Routing is controlled by the following information in the SNADS configuration:

- The **distribution queues** are the SNADS queues that are used by your system when sending distributions to other systems in your SNADS network.
- The **routing table** defines how the distribution is to be routed to its final destination. For a given destination and service level, the routing table specifies which distribution queue should be used.
- The **secondary system name** table is optional. If used, it contains alternative names for the local system that may be defined on remote systems identifying this local system. If you want users local to your system to receive distributions that use a system name other than your local system name, you must have appropriate entries in the secondary system name table.

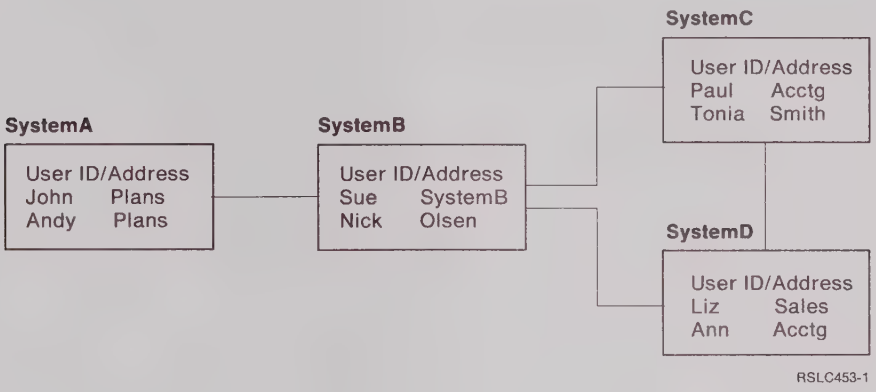
To route the distribution to the remote system, the system looks in the routing table to determine which distribution queue to use. The distribution is then placed on the appropriate distribution queue to be sent to the remote system.

If the user ID/address is not found in the system distribution directory, the system looks to see if there are any default (*ANY) entries for the address. If there is an *ANY entry for the address, the distribution is sent to the system specified for the entry. If there are no *ANY entries for the address, the system looks to see if there is an *ANY *ANY entry in the directory. If the directory has an *ANY *ANY entry, the distribution is sent to the system specified for the entry. If there are no *ANY *ANY entries, the distribution cannot be delivered; it is returned to the sender with an error message.

For each user in a network, SNADS uses a two-part name consisting of a **destination element name** (DEN) and a **destination group name** (DGN). A DEN is the same as a user ID in the system distribution directory, and a DGN is the same as a user address in the system distribution directory. In a SNADS-based document distribution network, the end user always sends mail to a two-part name: DEN DGN.

Just as every user on the network has a unique name consisting of a DEN and a DGN, each system in the network has a unique name consisting of a **routing element name** (REN) and a **routing group name** (RGN). The AS/400 system does not use the RGN, but it may be used in other systems in a network of which an AS/400 system is a part.

The following shows an example of a network with four systems, and the users in the system distribution directory on each system. In the network example, each system could be an AS/400 system or another system, such as a 5520, DISOSS, System/38, or System/36.



The following shows how the system directory entries and routing table are used to determine how to route distributions to the appropriate remote system. This example ignores the RGN because it is implemented only in DISOSS and, even there, it is used very seldom. This example also uses the same distribution queue for all service levels on each system.

SYSTEMA

System Distribution Directory:

DEN	DGN	REN
John	Plans	Local
Andy	Plans	Local
Sue	SystemB	SystemB
Paul	Acctg	SystemC
Tonia	Smith	SystemC
Ann	Acctg	SystemD
*ANY	*ANY	SystemB

Routing Table:

REN	Queue
SystemB	SystemB
SystemC	SystemB
SystemD	SystemB

SYSTEMB

System Distribution Directory:

DEN	DGN	REN
Sue	SystemB	Local
Nick	Olsen	Local
John	Plans	SystemA
Andy	Plans	SystemA
Paul	Acctg	SystemC
Tonia	Smith	SystemC
Liz	Sales	SystemD
Ann	Acctg	SystemD

Routing Table:

REN	Queue
SystemA	SystemA
SystemC	SystemC
SystemD	SystemD

SYSTEMC

System Distribution Directory:

DEN	DGN	REN
Paul	Acctg	Local
Tonia	Smith	Local
*ANY	*ANY	SystemB

Routing Table:

REN	Queue
SystemB	SystemB

SYSTEMD

System Distribution Directory:

DEN	DGN	REN
Liz	Sales	Local
Ann	Acctg	Local
*ANY	*ANY	SystemB

Routing Table:

REN	Queue
SystemB	SystemB

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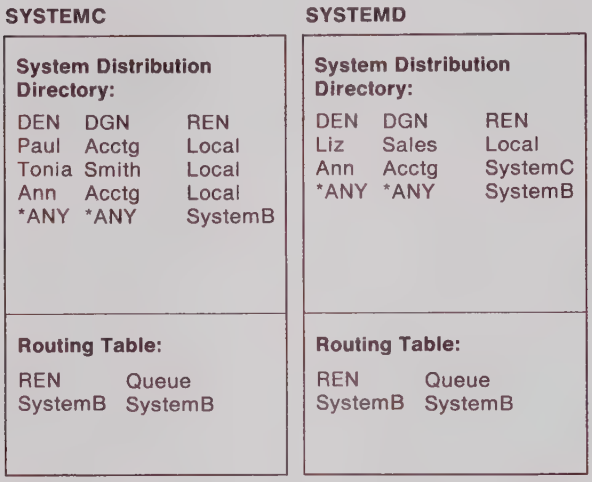
If John in the Planning Department on SystemA sends a document to Ann in the Accounting Department (ANN ACCTG), the routing table on SystemA specifies that anything for REN SYSTEMD should be sent to SystemB. The routing table on SystemB specifies that anything for REN SYSTEMD should be sent to SystemD. SystemD recognizes the REN as its own and looks in its directory for a matching entry. It finds that ANN ACCTG is a local user and puts the document in the queue for delivery to her.

Forwarding Distributions

Another benefit for the user of RGNs and RENs when routing a document through a network is the ease with which users can move from one system to another without having to change their user ID/address (DEN/DGN).

For example, suppose that Ann moves from SystemD to SystemC. Only the directories on SystemD and SystemC need to be changed, as shown in the following figure.



If John in the Planning Department on SystemA again sends a document to Ann in the Accounting Department (ANN ACCTG), the document is routed from SystemB to SystemD as before. However, when SystemD looks in its directory for a DEN and DGN for ANN ACCTG, it finds that anything destined for that DGN should be sent to REN SYSTEMC. The routing table on SystemD specifies that anything for REN SYSTEMC should be sent to SystemC. SystemC recognizes the REN as its own and looks in its directory for a matching entry. It finds that ANN ACCTG is a local user and queues the document for delivery to her.

Although only two directory changes are usually required, eventually changing other directories in the network may improve network efficiency by routing the distributions more directly to their destinations. In this example, the directories for SystemA and SystemB could be changed to specify Ann's new REN.

Plan for Remote Document Libraries

Remote document library processing refers to accessing documents stored on another attached system. The AS/400 system allows users to access documents stored on another remote system and allows users on another remote system to access documents in the AS/400 document library. An AS/400 system supports access to the following systems:

- System/370 DISOSS
- System/38
- Another AS/400 system

An AS/400 system supports access from the following systems:

- Displaywriter
- System/36
- Another AS/400 system

Each remote system must be predefined before the corresponding document library can be accessed. A SNADS distribution queue (type *DLS) must be defined for each as well. Configuration of the remote library includes the following:

- An 8-character remote library name.
- A SNADS distribution queue name.
- A remote system type (AS/400, System/38 or DISOSS) and the release level.
- A remote library description.

The Work with Document Libraries (WRKDOCLIB) command can be used to do the following:

- Add a remote library entry to the network configuration.
- Delete a remote library entry from the network configuration.
- Change a remote library entry in the network configuration.
- Display the remote library entries in the network configuration.

Detailed information about using remote document libraries can be found in the *Distribution Services Network Administrator's Guide*.

Plan for RSCS/PROFS Bridge

The RSCS/PROFS bridge is an application that provides distribution services between an AS/400 SNADS network and a VM/370 Remote Spooling Communication Subsystem (RSCS) network. Distributions created by document interchange can be sent over this bridge. Object distribution can also send and receive using this bridge.

Note: The *Bridge Line Driver* PRPQ P84166 is required on the VM/RSCS system to which the AS/400 SNADS system attaches. Use LINE and ROUTE statements as necessary as they are needed in the RSCS directory.

AS/400 Office users can exchange final-form documents, revisable documents, and messages with Professional Office System (PROFS) users on the VM/370 system.

Note: If PROFS is installed at the VM/370 system, only notes or messages can be sent to non-PROFS users on that system. Objects can be sent with object distribution if PROFS is installed or not.

The RSCS/PROFS bridge application formats office documents, notes, and messages into a special packet for transmission called a *zip packet*. This packet contains the distribution and the header information about the sender and the receiver. A packet is made for each system being distributed to. The PROFS system with which the RSCS/PROFS bridge interfaces also uses the same packet format for distribution to the AS/400 system.

Each distribution packet sent to or received from PROFS is recorded in a special table called the Distribution Correlation Table. This table provides audit capability for RSCS/PROFS bridge. For more information, refer to the *Remote Spooling Communications Subsystem Networking Reference and Operations Manual*, SH24-5005 and *Managing the Professional Office System*, SH20-6799.

Detailed information about using the RSCS/PROFS bridge can be found in the *Distribution Services Network Administrator's Guide*.

Chapter 8. Planning to Administer Office Activity

After you plan to set up your office, you should plan to manage certain parts of the office program on a regular basis. You can manage many office tasks by selecting options on the AS/400 Office Administration menu. This chapter describes some of the tasks you can plan to manage using this menu.

This chapter presents the following planning information:

- Plan for Mail Handling Permission
- Plan for Managing Calendars
- Plan for Managing Personal Directories
- Plan for the Library Descriptions File

The *Office Setting Up and Administering Guide* has instructions for doing the tasks discussed in this chapter.

Plan for Mail Handling Permission

When you planned to enroll office users, you planned to specify if the user being enrolled could handle mail for other users. You can also permit several users to handle one person's mail and filed documents by selecting an option from the Administration menu.

You might want to permit several users to handle one person's mail if the users take over the person's responsibilities while he is on vacation. Another example might be if one user is a coordinator for several tasks performed by other users.

Plan for Deleting Office Objects

An administrator can delete objects owned by other office users. You might want to delete objects that are no longer needed to lower the total number of objects you have to manage on the system. You can delete objects by selecting an option on the Administration menu. For each office user, you can select specific objects to delete, or you can delete all the user's objects.

Plan for Managing Calendars

When you enroll office users, you can assign an initial calendar for each office user. You can create the calendars before you enroll the users, or you can have the calendars created automatically, using information you supply during enrollment. Instructions to create a calendar are in the *Office User's Guide*. After your office users are enrolled, you can use an option on the Administration menu to delete, copy, save, or restore calendars.

Using AS/400 Office calendars can help you and your office users manage time more efficiently. You can use the calendars to schedule appointments, and the system will check for conflicting appointments.

In addition to the calendars for each office user, you might also want to create and manage special function calendars. For example, you might want to have a calendar for a meeting room to keep track of the schedule for the room. Or you might want

a calendar for a piece of equipment that many people use, such as an overhead projector.

Plan for Personal Directories

When you enroll office users, you can assign an initial personal directory for each office user. After your office users are enrolled, you can use an option on the Administration menu to delete, copy, save, or restore personal directories.

A personal directory contains information that is defined by the user. For example, you could create a personal directory to be used as a telephone directory or an inventory report. Each office user can create a personal directory; however, you should plan for the ways personal directories should be used in your office.

Personal directories are convenient for searching for information. You can perform a search on up to six search fields in a personal directory. Each search field in a personal directory can be up to 20 characters. You can base the search on the exact information in a field, on the beginning letters or numbers in a field; or on letters or numbers that appear anywhere in the field. For example, if you want to search a telephone directory for the name Perriwood, you could base the search on the complete name Perriwood. If you are not sure how to spell the name, you could search for all entries that begin with Per. Or, if you only remember that the name ends with wood, you could search for all names that contain the letters wood.

It might be convenient to have a personal directory that everyone in the office can use as a telephone directory. An IBM-supplied sample telephone directory named EXAMPLEDIR is provided with your system. You could create a telephone directory for your office based on the sample telephone directory, then change and add entries for your office users.

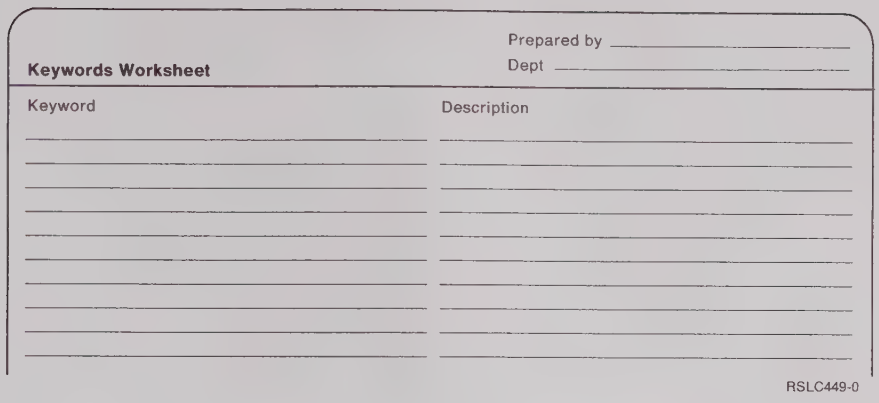
For more information about creating, changing, and searching personal directories, see the *Office Learning Guide* and the *Office User's Guide*.

Plan for the Library Descriptions File

The library descriptions file can contain lists of the keywords, document classes, and access codes that can be assigned to your documents. You can create and work with these lists by selecting an option on the Administration menu. After you have set up these lists, your office users can display the lists when they create or change document details, or when they search for documents. Displaying these lists can make it easier to select an appropriate keyword, document class, or access code. It also makes it easier to maintain standard values for your documents. An administrator can add, delete, print, or change words in the library descriptions file at any time.

Plan for Keywords

You can use the "Keywords Worksheet" on page A-29 to plan for appropriate keywords that can be assigned to your documents. You can then use the completed worksheet when you create the list of keywords in the library descriptions file. You can also use the completed worksheet to list keywords on the "Manage Document Details Worksheet" on page A-17.



Use the following descriptions to help you fill out this worksheet.

Keyword: Write the keyword, which can be up to 24 characters. You could use project titles, customer names, or department numbers for keywords.

Note: When you assign keywords to documents or use keywords to search for documents, each keyword can have up to 35 characters. However, the keywords you store in the library descriptions file can have up to 24 characters.

Description: Write a brief description for the keyword. The description can be up to 48 characters, and could describe the kinds of documents the keyword should be used for.

Plan for Document Classes

When searching for, saving, or deleting documents, using the document class as the primary selection criteria provides both flexibility and control. For example, you can use the document class to specify both the document category (such as letter, memo, contract, proposal, procedure, standard, or price list) and the retention period (such as one month, five years, or permanent).

Note is a predefined document class. When you receive a note, `Note` is the default document class assigned. If you want a retention period for your notes, you could define a document class for notes with a retention period, such as note3m. When you receive a note, you can change the document class from `Note` to `Note3m`.

Based on this suggested structure, an example of the document classes for filed letters could be the following:

Document Class	Description
Letter1m	Letters to be retained one month
Letter6m	Letters to be retained six months
Note6m	Notes to be retained six months
Contract1y	Contracts to be retained one year
Standard5y	Standards to be retained five years
Policy99	Policies to be retained permanently

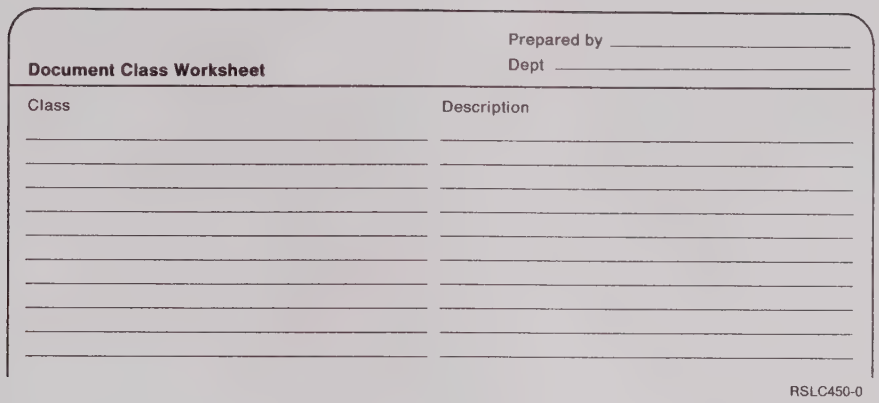
This example can be expanded or changed to meet individual needs.

Using this type of structure, you can search for, retrieve, and save documents several different ways. For example, if you want to search for all letters, regardless of retention period, you can search for all entries that begin with `Letter`. If you want to search for all documents with a retention period of three months, you can search for all entries that contain `3m`. If you want to search for all letters with a retention period of three months, you can search for `Letter3m`.

Then you can use the document class (DOCCLS) parameter on the SAVDLO or DLTDLO command to save or delete a specific class of documents.

AS/400 Office has no restrictions on the document classes you can assign to documents. Therefore, it is a good idea to create a standard set of document classes and include them in the internal procedures manual suggested in "Establish Internal Procedures" on page 1-13.

You can use the "Document Class Worksheet" on page A-31 to plan for document classes that can be assigned to your documents. The completed worksheet can then be used when you create the list of document classes in the library descriptions file. You can also use the completed worksheet to list document classes on the "Manage Document Details Worksheet" on page A-17.



Use the following descriptions to help you fill out this worksheet.

Document class: Write the document class, which can be up to 16 characters. Document classes could be `letter` for letters, or `memo` for memos. You could include a retention period to the document class, such as `letter1m` for letters that should be kept one month.

Description: Write a brief description for the document class. The description can be up to 50 characters, and could describe the kinds of documents the document class should be used for.

Plan to Manage Access Codes

You can use access codes to control the users who can read documents. "Access Codes" on page 6-9 has information about planning to use access codes.

Before your users can assign access codes to documents, you must add the access codes to the system. You add access codes to the system by selecting option 2 (Work with access codes) from the Administration menu.

After you have added the access codes to the system, you can give the appropriate users authority to these access codes. Once a user has authority to an access code, he can read any document to which the access code has been assigned. You authorize users to access codes by selecting option 2 (Work with access codes) from the Administration menu.

You can enter these access codes in the library descriptions file so your office users can display them when assigning access codes to documents. Enter the access codes in the library descriptions file by selecting option 6 (Work with library descriptions file) from the Administration menu.

Chapter 6 of the *Office Setting Up and Administering Guide* has instructions to add access codes to the system and to authorize users to access codes. Chapter 8 of the *Office Setting Up and Administering Guide* has instructions to add access codes to the library descriptions file.

Appendix A. Worksheets

One copy of each worksheet is included in this appendix. Make as many copies of the blank worksheet as you need.

Office Tasks Checklist

Office Tasks Checklist (page 1)

Done	Not Used		Person Assigned	Start Date	Completion Dates: Target	Completion Dates: Actual
		Chapter 1. Reviewing Your AS/400 Office				
☐	☐	Review AS/400 System Equipment				
☐	☐	Review AS/400 System Licensed Programs				
☐	☐	Review Personal Computer Programs				
☐	☐	Review How Information Is Stored on Your System				
☐	☐	Select a Project Team				
☐	☐	Assign Planning Activities				
☐	☐	Determine Your Users' Needs				
☐	☐	Review Your Order for Equipment and Programs				
☐	☐	Establish Supply Requirements				
☐	☐	Plan and Schedule Education				
☐	☐	Establish Publications Requirements				
☐	☐	Establish a Transition Schedule				
☐	☐	Establish User Menus				
☐	☐	Establish Internal Procedures				
☐	☐	Establish Recovery and Backup Procedures				
		Chapter 2. Planning to Enroll Office Users				
☐	☐	Plan to Define the Administrator or Security Officer				
☐	☐	Plan for Different Types of Office Users				
☐	☐	Plan for Creating User ID/Addresses				
☐	☐	Plan for Distribution Lists				
☐	☐	Rules for Names				
☐	☐	Plan for Enrolling Direct Users				
☐	☐	Plan for Enrolling Indirect Users				
		Chapter 3. Planning for Folders and Documents				
☐	☐	Establish Folder and Document Naming Guidelines				
☐	☐	Plan to Manage Folders				
☐	☐	Plan for Documents with Search Criteria				
☐	☐	Plan for Text Profiles				
☐	☐	Plan for Additional Spelling Dictionaries				
☐	☐	Plan to Combine Text from a Document, File, Query, or Chart				
☐	☐	Plan for a Shell Document for Notes				
☐	☐	Plan to Save, Restore, and Delete Documents and Folders				
		Chapter 4. Planning for Printers				
☐	☐	Establish Internal Procedures				
☐	☐	Plan for Printer Usage				
☐	☐	Plan for Printer IDs				
☐	☐	Plan for Printer Drawers				
☐	☐	Plan for Forms				
☐	☐	Plan to Control Printers				

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Office Tasks Checklist (page 2)

Done	Not Used		Person Assigned	Start Date	Completion Dates: Target	Completion Dates: Actual
		Chapter 5. Planning for Personal Computers in Your AS/400 Office				
☐	☐	Plan to Attach Personal Computers to your System				
☐	☐	Plan to Use PC Support				
☐	☐	Plan to Install PC Support				
☐	☐	Plan for Personal Computer Directories				
☐	☐	Plan for Word Processing with Personal Computers				
		Chapter 6. Planning for Security				
☐	☐	Plan for Physical Security				
☐	☐	Identify the Administrator's Security Responsibilities				
☐	☐	Plan for Levels of Security				
☐	☐	Plan for Levels of Authority				
☐	☐	Plan for Major Ways to Secure Office Objects				
☐	☐	Identify the Sequence of Authority Checking				
☐	☐	Plan for Security for Various Types of Objects				
		Chapter 7. Planning for AS/400 Office in a Network				
☐	☐	Plan for Remote Users in the System Distribution Directory				
☐	☐	Plan for Remote Distribution Lists				
☐	☐	Plan for Routing				
		Chapter 8. Planning to Administer Office Activity				
☐	☐	Plan for Mail Handling Permission				
☐	☐	Plan for Deleting Office Objects				
☐	☐	Plan for Managing Calendars				
☐	☐	Plan for Personal Directories				
☐	☐	Plan for the Library Descriptions File				
☐	☐					
☐	☐					
☐	☐					
☐	☐					
☐	☐					
☐	☐					

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Office and Users' Requirement Survey

Prepared by _____

Dept _____

Office and Users' Requirements Survey (page 1)

Text

Please list your most important documents.

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

What kinds of documents do you type?

Memos or 1-page documents _____%
Multipage documents _____%
Statistical _____%
Repetitive _____%
Rough drafts _____%
Rush _____%
Confidential _____%
Other _____%

Document formatting considerations. Check all items that you use:

Justify _____
Outline _____
Footnotes _____
Alphabetize list _____
Forms _____
Charts _____
Numeric order list _____
Special characters _____

Different type styles _____
Foreign language _____
Math functions _____
Move or Copy _____
Page numbering _____
Statistical or columns _____
Equations _____
Alternate keyboards _____

List any special requirements.

Note: You may copy as necessary.

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Prepared by _____

Dept _____

Office and Users' Requirements Survey (page 2)

Data

What kinds of office records or lists do you keep?

Example: Employee Phone List
Appraisal Schedule
Inventory Lists

_____ _____

_____ _____

_____ _____

Do you use computer information in typewritten documents? List examples.

_____ _____ _____

_____ _____ _____

_____ _____ _____

Do you post information for data entry? List examples.

_____ _____ _____

_____ _____ _____

_____ _____ _____

Do you print or reduce selected data processing reports? List examples.

_____ _____ _____

_____ _____ _____

_____ _____ _____

Mail and Calendars

Do you need to mail documents to another department or location for futher revisions? List examples.

_____ _____ _____

_____ _____ _____

_____ _____ _____

Do you need to schedule activities on calendars? List examples.

_____ _____ _____

_____ _____ _____

_____ _____ _____

Do you need to keep track of incoming mail? List examples.

_____ _____ _____

_____ _____ _____

_____ _____ _____

Note: You may copy as necessary.

RSLC448-0

Transition Worksheet

Prepared by _____

Dept _____

Transition Worksheet

Department	Job	Testing Dates		Implementation Dates		Remarks
		Projected	Completed	Projected	Completed	

Note: You may copy as necessary.

RSLC430-1

Backup Schedule Worksheet

Prepared by _____

Dept _____

Backup Schedule Worksheet

Object Type	Object Name	Person Assigned	Schedule

Note: You may copy as necessary.

RSLC431-1

User ID/Address Worksheet

Prepared by _____

Dept _____

User ID/Address Worksheet

User ID	Address	Description

Note: You may copy as necessary.

RSLC451-0

Enrolling Users Worksheet

Prepared by _____

Dept _____

Enroll Users Worksheet

☐ Direct ☐ Indirect User _____

For indirect users, complete only the displays marked with an asterisk (*)

***Add Office User Display**

User ID/Address _____
Description _____
_____
User Profile _____
Indirect User Yes___ No___
Password _____

Change System Information Display

Copy From _____
Group Profile _____
Accounting Code _____
Maximum Storage _____
Limit Capabilities Yes___ No___
Initial Program _____
Library _____
Initial Menu _____
Library _____

Change Enrollment Information Display

Copy From _____
Administrator Yes___ No___
Allow Commands in Documents Yes___ No___
Printer _____
Message Queue _____
Library _____
Option 50 on AS/400 Office Main Menu
User Program _____
Library _____
Option Text _____

***Change Directory Information Display**

Copy From _____
Mailing Address _____
_____
Location _____
Telephone Numbers _____ _____

Change Environment Information Display

Copy From _____
Message Notification within Office _____
Default Library _____
Initial Directory _____
Default Folder _____

Change Calendar Information Display

Copy From _____
Initial Calendar _____
Initial Calendar Group _____
Start Day _____
Start Time _____
Time Interval _____
Time Format _____
6-Month Calendar _____
Owner _____
Manager _____
Notify Manager Yes___ No___
Authority _____
Description _____
_____

***Change Distribution List Membership Display**

Copy From _____
List ID _____
List ID _____
List ID _____
List ID _____
List ID _____

Authorize User to Access Codes Display

Copy From _____
Codes _____
_____

Permit User to Handle Mail for Others Display

Copy From _____
User ID/Address _____
User ID/Address _____
User ID/Address _____
User ID/Address _____
User ID/Address _____

***Change System/Environment Information Display**

Copy From _____
Print Personal Mail Yes___ No___
Printer _____
Group Profile _____
Accounting Code _____

Note: You may copy as necessary.

RSLC427-2

Manage Folder and Document Security Worksheet

Prepared by _____

Dept _____

Manage Folder and Document Security Worksheet

☐ Folder ☐ Document Owner _____

Name _____

In Folder _____

Description _____

_____

Text Profile _____

Comments _____

_____

_____

Authorization List _____ Personal Yes __ No __

User	Authority	Access Codes

Note: You may copy as necessary.

RSLC429-1

Manage Document Details Worksheet

Prepared by _____

Dept _____

Manage Document Details Worksheet

Subject	Keywords	Class

Note: You may copy as necessary.

RSLC421-2

Manage Document Details Worksheet

Prepared by _____

Dept _____

Reference	Project	Status

Text Profile Worksheet

Prepared by _____

Dept _____

Text Profile Worksheet

Text Profile Name _____

☐ User ☐ Folder ☐ Revised SYSTEM Profile Purpose _____

Profile Options	Doc. Format	Alt. Format
Margins and Tabs:		
Left Margin		
Right Margin		
Flush Left Tabs		
Flush Right Tabs		
Decimal-Aligned Tabs		
Centered Tabs		
Comma-Aligned Tabs		
Colon Tabs		
Line Spacing/Justification:		
Line Spacing		
Line Justification		
Adjust Line Endings		
Lines/Inch		
Hyphenation Zone Width		
Insert Hyphens		
Print Controls as Spaces		
Compress Wide Paragraphs		
Typestyle/Color:		
Typestyle Number		
Color		
Math Format (Numeric Field Editing):		
Decimal Point Character		
Thousands Separator Character		
Show Negative Sign		
Left Negative Sign		
Right Negative Sign		
Show Currency Symbol		
Left Currency Symbol		
Right Currency Symbol		
Print Zero Value		
Replace Leading Zeros		
Show Single Leading Zero		

Profile Options	Doc. Format	Alt. Format
Page Layout/Paper Options:		
First Typing Line, First Page		
First Typing Line, Following Pages		
First Typing Line, Header		
First Typing Line, Footer		
Last Typing Line		
Paper Width		
Paper Length		
Printing Paper Source, First Page		
Printing Paper Source, Following Pages		
Rotate Paper		
Print Header On		
Print Footer On		
EDIT Display Options:		
Size of Display		
Revision Symbol		
Spell Defaults:		
User Supplemental Dictionary		
System Supplemental Dictionary		
User-defined Dictionary		
Merge Options:		
Place on Job Queue		
Send Completion Message		
Job Description		
Library		
Adjust/Paginate Option		
Multiple Line Report		
Collect Footnotes in Merged Document		
Text Month Names:		

Note: You may copy as necessary.

RSLC423-2

Print Options Worksheet

Prepared by _____

Dept _____

Print Options Worksheet

Text Profile Name _____

☐ User ☐ Folder ☐ Revised SYSTEM Profile Purpose _____

Printer _____
Output Queue _____
Library _____
Output File _____
Form Type _____
Printer File _____
Library _____

Delay Printing Yes ___ No ___
Draft Spaceing Yes ___ No ___
Print Line Numbers Yes ___ No ___
Resolve Instructions Yes ___ No ___
Print with Large Print Yes ___ No ___
Print Separator Page Yes ___ No ___
Adjust Line Endings Yes ___ No ___
Adjust Page Endings Yes ___ No ___
Allow Widow Lines Yes ___ No ___
Print Revision Symbols Yes ___ No ___
Symbols to be Printed _____
Additional Spaces to Left _____
Graphic Character Set _____
Print Quality _____

Place on Job Queue Yes ___ No ___
Send Completion Message Yes ___ No ___
Job Description _____
Library _____

Cancel on Error Yes ___ No ___
Print Error Log Yes ___ No ___
Form Type _____

Save Resolved Output Yes ___ No ___
Document _____
Folder _____
_____

Note: You may copy as necessary.

RSLC424-2

Dictionary Worksheet

Prepared by _____

Dept _____

Dictionary Worksheet

Dictionary Type:

- ☐ System Supplemental
- ☐ User Supplemental
- ☐ User-Defined

Owner: _____

Source File Member Name:

QSYSADD

_____

_____

Words

Save Documents and Folders Worksheet

Prepared by _____

Dept _____

Save Documents and Folders Worksheet

Folder Name: _____

Document Name: _____ Mark for Offline Storage (1 2 3 4): ____

Diskette, Tape, or File: _____ Label or Library: _____

Date Saved: _____ Date Deleted: _____

Comments: _____

_____

Folder Name: _____

Document Name: _____ Mark for Offline Storage (1 2 3 4): ____

Diskette, Tape, or File: _____ Label or Library: _____

Date Saved: _____ Date Deleted: _____

Comments: _____

_____

Folder Name: _____

Document Name: _____ Mark for Offline Storage (1 2 3 4): ____

Diskette, Tape, or File: _____ Label or Library: _____

Date Saved: _____ Date Deleted: _____

Comments: _____

_____

Folder Name: _____

Document Name: _____ Mark for Offline Storage (1 2 3 4): ____

Diskette, Tape, or File: _____ Label or Library: _____

Date Saved: _____ Date Deleted: _____

Comments: _____

_____

Note: You may copy as necessary.

RSLC426-1

Authorization List Worksheet

Prepared by _____

Dept _____

Authorization List Worksheet

Authorization List Name _____

Authorization List For _____

Authorization List		Authorization List	
User	Level of Authority	User	Level of Authority

Note: You may copy as necessary.

RSLC432-1

Keywords Worksheet

Prepared by _____

Dept _____

Keywords Worksheet

Keyword	Description

Document Class Worksheet

Prepared by _____

Dept _____

Document Class Worksheet

Class	Description

Note: You may copy as necessary.

RSLC420-1

Glossary

access code. A 4-digit number assigned to documents and folders, which allows only those users authorized to the access code to read and use those documents and folders.

accounting code. A 15-character field, assigned to a job by the system when it is processed by the system, that is used to collect statistics for the system resources used for that job when job accounting is active.

add authority. A data authority that allows the user to add entries to an object; for example, add job entries to a job queue or add records to a file. Contrast with *delete authority*. See also *read authority* and *update authority*.

address. The second part of a two-part user identification used to send distributions. See also *user ID/address*.

adjust. To move text so that it fits between the defined left and right margins or between the first and last typing lines.

all authority. An object authority that allows the user to perform all operations on the object except those limited to the owner or controlled by authorization list management authority. The user can control the object's existence, specify the security for the object, and change the object. Contrast with *exclude authority*.

all object authority. A special authority that allows users to use all system resources without having specific authority to the resources. See also *save system authority*, *job control authority*, *security administrator authority*, *service authority*, and *spool control authority*.

alphabetic character. Any one of the letters A through Z (uppercase and lowercase) or one of the characters #, $, or @.

alphameric. Pertaining to the letters, A-Z; numbers, 0-9; and special symbols, $, #, @, ., or _. Synonymous with *alphanumeric*.

alphanumeric. Pertaining to the letters, A-Z; numbers, 0-9; and special symbols, $, #, @, ., or _. Synonymous with *alphameric*.

alternate format. A different arrangement of text from the one currently being used for a specified document.

application program. A program used to perform a particular data processing task such as inventory control or payroll.

AS/400 Business Graphics Utility (BGU). The IBM licensed program that can be used to design, plot, display, and print graphics.

AS/400 Office. The IBM licensed program for sending and receiving mail, working with documents and folders, scheduling appointments on calendars, maintaining directories of names and addresses, working on behalf of groups of users, and getting documents.

AS/400 PC Support. The IBM licensed program that provides system functions to an attached personal computer.

AS/400 Query. The IBM licensed program used to select, format, and analyze information from data files to produce reports and other files.

authority checking. A function of the system that looks for and verifies a user's authority to an object.

authorization list. A list of two or more user IDs and their authorities for system resources.

authorize. Permit or give authority to.

AUTOEXEC. The system name for a batch file on a personal computer that automatically runs the programs specified in that file when a user signs on the personal computer.

automatic hyphenation. An option available when creating a document, in which words are automatically hyphenated at the end of a line when the lines are adjusted.

automatic line adjustment. The function of AS/400 Office that fits lines between the defined left and right margins automatically when text is inserted or deleted or when the left, right, or temporary left margin is changed.

backup. Pertaining to an alternative copy used as a substitute if the original is lost or destroyed.

BGU. See *AS/400 Business Graphics Utility (BGU)*.

Business Graphics Utility (BGU). See *AS/400 Business Graphics Utility (BGU)*.

calendar group. A list of existing calendars used to schedule appointments for a group of users in a single operation.

center alignment tab. A tab that marks the midpoint where the text is to be centered.

change authority. An object authority that allows a user to perform all operations on the object except those limited to the owner or controlled by object existence authority and object management authority. The user can add, change, and delete entries in an object, or read the contents of an entry in the object. Change authority combines object operational authority and all the data authorities.

character. Any letter, number, or other symbol in the data character set that is part of the organization, control, or representation of data.

character field. An area that is reserved for information that can contain any of the characters in the data character set. Contrast with *numeric field.*

characters per inch (cpi). The number of characters printed horizontally within an inch across a page.

chart. Displayed, printed, or plotted output that compares two or more sets of variable data in chart form. The types of charts are bar, line, pie, surface, and text.

colon alignment tab. A tab setting that aligns data on a colon.

comma alignment tab. A tab setting that aligns data on a comma.

command. A statement used to request a function of the system. A command consists of the command name, which identifies the requested function, and parameters.

command line. The blank line on a display where commands, option numbers, or selections can be entered.

completion message. A message that tells the operator when work is successfully ended.

computer graphics. The use of a computer to produce images of relationships, such as charts, and two- or three-dimensional drawings by means of dots, lines, curves, and so forth.

concept. An abstract idea.

configuration. The arrangement of devices and programs that make up a data processing system. See also *system configuration.*

configure. To describe the interconnected arrangement of the devices, programs, communications, and optional features installed on a system.

control station. The controlling or primary computer on a multipoint line. The control station controls the sending and receiving of data.

control storage. Storage in the computer that contains the programs used to control input and output operations and the use of main storage. Contrast with *main storage.*

cpi. See *characters per inch (cpi).*

currency symbol. A character such as the dollar sign ($) used to identify monetary values.

current library. The library that is specified to be the first user library searched for objects requested by a user. The name for the current library can be specified on the Sign-On display or in a user profile. When you specify an object name (such as the name of a file or program) on a command, but do not specify a library name, the system searches the libraries in the system part of the library list, then searches the current library before searching the user part of the library list. The current library is also the library that the system uses when you create a new object, if you do not specify a library name.

data authority. A specific authority to read, add, update, or delete data. See also *add authority, delete authority, read authority,* and *update authority.*

data base. The collection of all data files stored in the system.

data base file. An object that contains descriptions of how input data is to be presented to a program from internal storage and how output data is to be presented to internal storage from a program. See also *physical file* and *logical file.*

data description specifications (DDS). A description of the user's data base or device files that is entered into the system in a fixed form. The description is then used to create files.

data dictionary. An object for storing field, record format, and file definitions.

data file utility (DFU). The part of the AS/400 Application Development Tools licensed program that is used to enter, maintain, and display records in a data base file.

data merge. See *data/text merge.*

data/text merge. The process of combining data from a file or another document (such as names and addresses) with the text of a document (such as a form letter).

DDS. See *data description specifications.*

default. A value automatically supplied or assumed by the system or program.

delete authority. A data authority that allows the user to remove entries from an object; for example, delete messages from a message queue or delete records from a

file. Contrast with *add authority*. See also *read authority* and *update authority*.

device emulation. The programming that allows one device to appear to the user or to a system as another device. See also *5250 emulation* and *3270 device emulation*.

DFU. See *data file utility (DFU)*.

DIA. See *Document Interchange Architecture (DIA)*.

DIA document distribution services. The set of services that enables office users to send and receive electronic mail.

direct user. A person enrolled in AS/400 Office who is authorized to sign on and use office functions directly. Contrast with *indirect user*.

disk. (1) A storage media made of one or more flat, circular sheets with magnetic surfaces on which information can be stored. (2) A direct-access storage medium with magnetically recorded data.

disk operating system. An operating system for computer systems that uses disks and diskettes for auxiliary storage of programs and data.

DISOSS. See *Distributed Office Support System (DISOSS)*.

display screen. The part of the display device, which is similar to a television (TV) picture tube, used to display information entered or received at a work station.

display station. A device that includes a keyboard from which an operator can send information to the system and a display screen on which an operator can see the information sent to or the information received from the system.

DisplayWrite 3. A text processing program for the personal computer that allows a user to create, change, and print multiple page letters and reports, and technical documents that include special symbols and statistical tables.

DisplayWrite 4. A text processing program for the personal computer with the functions of DisplayWrite 3, plus footnotes, merge capabilities, and some advanced editing functions. See also *DisplayWrite 3*.

Distributed Office Support System (DISOSS). A licensed program that provides document distribution services and document library services on a host system (System/370, 43xx, 30xx).

distribution list. A list of system distribution directory entries, which allows users to send messages, notes, and documents to a group of users in one step.

distribution queue. A list of documents or mail waiting to be sent to users or libraries on remote systems.

distribution service level. The combination of priority, capacity, and protection requirements that must be satisfied to receive or send a distribution. SNADS has service levels of fast, status, data high, and data low. Items with a service level of fast, status, or data high are put on the priority queue. Items with a service level of data low are put on the normal queue.

distribution services. The support provided by the operating system to receive, forward, and send electronic mail in an SNA network.

document authority. Permission granted to one user to work with documents that are owned by another user.

document class. A user-defined character string, 1 through 16 characters long, that characterizes a document. It can be used to search for a filed document. For example, a document that is a memo could have a document class of MEMO; a document that is a report, REPORT.

document description. The 1- through 44-character description of a document, assigned by the user when creating or filing the document.

document descriptor. The internal description of the document supplied by the system, which contains the object name, user ID, and security associated with that user; and may also contain the document details, such as subject, author, document description, or other identifying information defined by the user for that document. See also *document description* and *document details*.

document details. Data that describes the characteristics of a document. For example, the details can include document type, subject, author, and date created.

document format. The selected arrangement of text for a specific document. See also *alternate format*.

document ID. A text instruction that describes the document, such as document name and folder name.

Document Interchange Architecture (DIA). The rules and structure for the exchange of information between office applications. Document interchange architecture includes document library services and document distribution services.

document library. The storage area for folders and documents.

document library object. Either a document or folder.

document library services. The system support that lets office users manage the contents of the document library.

document list. A grouping of filed documents that have common characteristics. The document list identifies which documents satisfy a search pattern specified by an office user at the time the search is used. The system-recognized identifier for a document list is *DOCL.

document name. The 1- through 12-character name for documents in folders, assigned by the user when creating the document. Contrast with *library-assigned document name* and *document object name.*

document object name. The 10-character name of a document assigned by the system when a user files the document. Contrast with *library-assigned document name* and *document name.*

document password. A string of characters that give authority to use or read a personal document.

DOS. See *disk operating system.*

download. To send programming instructions from a host system to an attached device. For example, transmitting a type style over a communications line to a 6670 printer.

draft. A printed copy of a document that is not yet a finished version.

DW 4. See *DisplayWrite 4.*

edit. (1) To interactively add, change, delete, or rearrange the data; for example, to insert or remove characters, sentences, or paragraphs, or to insert or remove characters in dates or decimal numbers. (2) To make changes to a document by adding, changing, or removing text.

electronic document. A document that is stored on the computer, instead of printed on paper.

electronic mail. Documents sent through the system from one user to another.

emulation. Imitation of one system by another.

Enhanced 5250 Emulation. A feature that allows a personal computer and a printer to be attached to an AS/400 system and perform the functions of one or two 5250 work stations on one twinaxial cable. The work station(s) can be one display, two displays, or one display and one printer.

enrollment. The process of identifying a user to AS/400 Office. This process includes creating a user profile (if one does not already exist), creating a system distribution directory (if one does not exist), and creating calendar information, such as start time and start day.

error log. A recorded list of machine checks, device errors, and tape or diskette statistics.

exclude authority. An object authority that prevents the user from using the object or its contents. Contrast with *all authority.*

FFT. See *final-form text (FFT).*

field. A group of related characters (such as name or amount) that are treated as a unit on a record.

file. A generic term for the object type that refers to a data base file, a device file, or a set of related records treated as a unit. The system-recognized identifier for the object type is *FILE.

file definition. (IDDU) Information that describes the contents and characteristics of a file. A file definition resides in a data dictionary.

filed document. (1) A document that is stored in the document library. (2) (AS/400 Office) Electronic mail that is filed, printed mail that is recorded, or a document that is filed.

fill-in document. A document that allows a user to merge data into documents without using AS/400 Query.

final-form text (FFT). A data stream defined by document content architecture that is used to exchange resolved documents (which can be printed directly by most printers or displayed) between systems. Contrast with *revisable-form text (RFT).*

fixed currency symbol. A currency symbol that appears in the far left position of an edited field. Contrast with *floating currency symbol.*

floating currency symbol. A currency symbol that appears immediately to the left of the far left position in an edited field. Contrast with *fixed currency symbol.*

flush left. Text aligned at the left margin. See also *left-justify.*

flush right. Text aligned at the right margin. See also *right-justify.*

folder. A directory for documents. A folder is used to group related documents and to find documents by name. The system-recognized identifier for the object type is *FLR. Compare with *library.*

folder path. A folder name, followed by one or more other folder names, in which each preceding folder is listed. For example, TAX/FOL8/PAY is the folder path for the folder named PAY. The folder named PAY is listed in the folder name FOL8, which is listed in the folder named TAX. Each folder name in the path must be separated by a / (slash).

font. The size and shape of type; type style.

font ID. A number that identifies the character style and size for certain printers.

footer. One of more lines of text that prints at the bottom of every page of a document, such as a page number, the date, an outline heading, or the document ID. Contrast with *header*.

format. A defined arrangement of such things as characters, fields, and lines, usually used for displays, printouts, files, or documents.

formatted document. A document arranged in paragraphs and pages usually for viewing or printing.

generic. Relating to, or characteristic of, a whole group or class.

generic search. A type of search that searches all documents or personal directories authorized to a user for information that corresponds to a search value that contains a string of characters followed by an asterisk. The asterisk indicates to the system that the user wants to identify all instances of the specified character string.

grade level. Pertaining to the vocabulary understanding of a student of a particular grade.

graphics. (1) Pictures and illustrations. (2) Pertaining to charts, tables, and their creation. See *computer graphics*.

group authority. Authority to use objects, resources, or functions from a group profile.

group calendar. A calendar that displays, in detail, the appointments for a specific day from the calendars of up to 98 people, in groups of five.

group profile. A user profile that provides the same authority to a group of users.

half-index down. To print text one-half line down. See also *subscript*.

half-index up. To print text one-half line up. See also *superscript*.

half-justify. To print text with half as much space per line as would be added if the line were right-justified so the right margin is a modified ragged.

header. One of more lines of text that prints at the top of a document. For example, the header could be the subject of the document, the date, the page number, an outline heading, or the document ID. Contrast with *footer*.

highlight. To define text to be shown in contrast with other text by underlining, italics, bold-face; or on a display, high-intensity (brightness of characters), blinking, or reverse image. You can highlight words, parts of words, or information typed into a form using the text definition function of AS/400 Office.

host system. The primary or controlling computer in a communications network. See also *control station*.

IDDU. See *interactive data definition utility (IDDU)*.

image. An electronic representation of an original document recorded by a scanning device.

indirect user. A person enrolled as an AS/400 Office user who is authorized to handle mail but has no mail log. An indirect user receives printed mail only. Contrast with *direct user*.

interactive data definition utility (IDDU). A function of the operating system that can be used to externally define the characteristics of data and the contents of files.

job control authority. A special authority that allows a user to: change, delete, display, hold, and release all files on output queues; hold, release, and clear job queues and output queues; start writers to output queues; hold, release, change, and end other users' jobs; change the class attributes of a job; end subsystems; and start (IPL) the system. See also *all object authority*, *save system authority*, *security administrator authority*, *service authority*, and *spool control authority*.

job queue. A list of batch jobs waiting to be started or processed by the system. The system-recognized identifier for the object type is *JOBQ.

join logical file. A logical file that combines (in one record format) fields from two or more physical files.

journal. A system object used to record entries in a journal receiver when a change is made to the data base files associated with the journal. The object type is *JRN. See also *journal receiver*.

journal receiver. A system object that contains journal entries recorded when changes are made to the data in data base files or the access paths associated with the data base files. The object type is *JRNRCV. See also *journal*.

Julian date. A date format that contains the year in positions 1 and 2, and the day in positions 3 through 5. The day is represented as 1 through 366, right-adjusted, with zeros in the unused high-order positions. For example, the Julian date for April 6, 1987 is 87096.

justify. To adjust text so that line endings are even. See *left-justify* and *right-justify*.

Keylock feature. A security feature in which a lock and key can be used to restrict the use of the display station.

keyword. (AS/400 Office) A user-defined word used as one of the search values to identify a document during a search operation.

left-justify. To print text with an even left margin. The right margin is printed unevenly.

library. (1) An object on disk that serves as a directory to other objects. A library groups related objects, and allows the user to find objects by name. Compare with *folder*. (2) The set of publications for a system.

library descriptions file. A file that lists keywords, document classes, and/or access codes associated with different document libraries.

library list. A list that indicates which libraries are to be searched and the order in which they are to be searched. The system-recognized identifier is *LIBL.

library-assigned document name. A unique name, which includes a time stamp and a system name, that is assigned by a system in the office network to a document when it is filed in the document library. On the AS/400 system, the time-stamp part of the library-assigned document name is included in a 10-character name that becomes the document object name. See also *document name* and *document object name*.

licensed program. An IBM-written program that performs functions related to processing user data.

line command. A function requested for a specific line or lines from the command field area of the line or lines affected. For example, C for Copy or M for Move.

line number. The number that precedes a line of information in a printout or on a display. This number can be up to five digits long, from 00001 through 99999. See also *sequence number*.

lines per inch (LPI). The number of characters that can be printed vertically within an inch.

list ID. A two-part name by which an AS/400 distribution list is known. The two-part name allows distributions to be sent to both local and remote office-system nodes.

local. Pertaining to a device, system, or file that is connected directly or read directly from your system, without the use of a communications line. Contrast with *remote*.

local area network (LAN). The physical connection that allows transfer of information among devices located on the same premises.

local system. For interactive jobs, the system to which the display device is directly attached. For batch jobs, the system on which the job is being processed.

local work station. A work station that is connected directly to system without need for data transmission facilities. Contrast with *remote work station*.

logical file. A description of how data is to be presented to a program. This type of data base file contains no data, but it defines formats for one or more physical files. See also *join logical file*. Contrast with *physical file*.

lpi. See *lines per inch*.

magnetic tape unit. A device for reading or writing data from or on magnetic tape.

mail details. Information related to a mail item, such as the date received, authors, and due date.

mail log. A record of all the electronic and printed mail that an office user has sent or received.

main storage. The part of the processing unit where programs are run. Contrast with *control storage*.

medium. The disk, tape, or diskette used to store information in a save or restore operation.

member. Different sets of data, within one file.

merge. To insert records throughout a single output file.

message queue. A list on which messages are placed when they are sent to a person or program. The system-recognized identifier for the object type is *MSGQ.

network. A collection of data processing products connected by communications lines for exchanging information between stations.

numeric character. Any one of the digits 0 through 9.

numeric field. An area that is reserved for a particular unit of information and that can contain only the digits 0 through 9. Contrast with *character field*.

object. A named unit that consists of a set of characteristics that describe the object and, in some cases, data. An object is anything that exists in and occupies space in storage and on which operations can be performed, such as programs, files, libraries, and folders.

object authority. A specific authority that controls what a system user can do to an entire object. For example, object authority includes deleting, moving, or renaming an object. There are seven types of object authorities: object operational, object management, object existence, all, change, use, and exclude.

object existence authority. An object authority that allows the user to delete the object, free storage of the

object, save and restore the object, transfer ownership of the object, and create an object that was named by an authority holder.

object management authority. An object authority that allows the user to specify the authority for the object, move or rename the object, and add members to data base files.

object operational authority. An object authority that allows the user to look at the description of an object and use the object as determined by the user's data authorities to the object. See also *all authority* and *use authority*.

offline. Pertaining to the operation of a functional unit that is not under the continual control of the system. Contrast with *online*.

online. Pertaining to the operation of a functional unit that is under the continual control of the system. Contrast with *offline*.

online information. Information, read on the display screen, that explains displays, messages, and programs.

operating system. A collection of system programs that control the overall operation of a computer system.

OS. See *operating system*.

output queue. An object that contains a list of spooled files to be written to an output device, such as a printer. The system-recognized identifier for the object type is *OUTQ.

owner. The user who creates an object (or is named the owner of an object).

paragraphs document. A document that contains a paragraph or paragraphs that can be combined to create other documents.

PC file. A file stored on a personal computer.

PC session. An operating session that uses DOS and other IBM programs on a personal computer attached as a 5250 work station to an AS/400 system.

personal directory. A user-defined directory. For example, a personal directory can be a distribution list, telephone directory, or inventory report.

personal document. A document that can be read or used only by its owner.

personal folder. A folder that can be used only by its owner.

personal mail. Mail that can be accessed only by the receiver, but not by someone working on behalf of the receiver. When mail is sent, it can be assigned the classification personal.

physical file. A description of how data is to be presented to or received from a program and how data is actually stored in the data base. A physical file contains one record format and one or more members. Contrast with *logical file*.

pitch. The number of characters printed per inch.

predefined value. A fixed value defined by IBM that has a special use in the control language and is reserved in OS/400. A predefined value usually has an asterisk (*) as the first character in the value.

print queue. A list of output waiting to be printed by the system.

printer file. A device file created by the user to support a printer device.

printer ID. The identification code assigned to printers.

private authority. The authority specifically given to a user for an object that overrides any other authorities, such as the authority of a user's group profile or an authorization list. Contrast with *public authority*.

processing. The action of performing operations and calculations on data.

processing unit. The part of the system that performs instructions and contains main storage.

Professional Office System (PROFS). An IBM licensed program that allows users to create, change, and send notes and documents; make appointments and maintain calendars; create and maintain schedules; create and maintain distribution lists; and control electronic mail and personal files.

profile. Data that describes the characteristics of a user, program, device, or remote location.

PROFS. See *Professional Office System (PROFS)*.

prompt. (1) A reminder or a displayed request for information or user action. The user must respond to allow the program to proceed. (2) A list of values or a request for information provided by the system as a reminder of the type of information or action required.

proportional spacing. The spacing of characters according to their relative width.

public authority. The authority given to users who do not have any specific (private) authority to an object, who are not on the authorization list (if one is specified for the object), and whose group profile has no specific authority to the object. Contrast with *private authority*.

Query. The shortened name for the IBM AS/400 Query licensed program.

query. A request to select and copy from a file or files one or more records based on defined conditions. For example, a request for a list of all customers in a customer master file, whose balance is greater than $1,000.

queue. A list of messages, jobs, or files waiting to be read, processed, printed, or distributed in the order they appear in the list.

read authority. A data authority that allows the user to look at the contents of an entry in an object or to run a program. See also *add authority*, *delete authority*, and *update authority*.

record. A collection of related data or words, treated as a unit; such as one name, address, and telephone number.

remote. Pertaining to a device, system, or file that is connected to another device, system, or file through a communications line. Contrast with *local*.

remote device. A device whose controller is connected to an AS/400 system by a communications line.

remote system. Any other system in the network with which your system can communicate.

remote work station. A work station that is connected to the system by data communications. Contrast with *local work station*.

required backspace. A formatting control that moves the printer back a number of spaces before printing any text.

required carrier return. A manually entered carrier return used after a short line or at the end of a paragraph to ensure that no more text will be added to the line during automatic line adjustment.

required hyphen. A hyphen that is not removed when AS/400 Office adjusts lines. Contrast with *syllable hyphen*.

required space. A space or blank that is not removed when AS/400 Office adjusts lines (or paragraphs) of text.

required tab. A tab that marks a temporary left margin.

resolve. (AS/400 Office) To process the text instructions in a document while it is being printed.

resolved document. A document that contains final-form text. A document that has all text instructions processed and is formatted for printing.

resource. Any part of the system required by a job or task, including main storage, devices, the processing unit, programs, files, libraries, and folders.

restore. To copy data from tape, diskette, or a save file to auxiliary storage. Contrast with *save*.

revisable-form text (RFT). A data stream defined by document content architecture that is used to exchange unresolved documents (which cannot be directly printed or displayed) between systems. Contrast with *final-form text (FFT)*.

RFT. See *revisable-form text*.

right-justify. To print text with an even right margin by adding extra space throughout a line.

root directory. The directory on a disk or diskette that contains the list of files stored on that disk or diskette. If there is more than one directory on a disk or diskette, the root directory can also contain the names of each of the other directories. The root directory is created by DOS when the disk or diskette is formatted.

router. A part of the AS/400 PC Support licensed program that handles requests to send and receive data from applications on the personal computer and routes them to the appropriate applications on the AS/400 system.

routing. The list of users who are to receive an item when it is distributed, including all users named specifically and those users named on distribution lists by the sender.

save. To copy specific objects or libraries by transferring them from main or auxiliary storage to magnetic media such as tape, diskettes, or a save file. Contrast with *restore*.

save file. A file allocated in auxiliary storage that can be used to store saved data on disk (without requiring diskettes or tapes), that can be used in I/O operations from a high-level language program, or can be used to receive objects sent through the network.

save system authority. A special authority that allows the user to save and restore all objects on the system and free storage of all objects on the system. See also *all object authority*, *job control authority*, *security administrator authority*, *service authority*, and *spool control authority*.

search value. User-defined information that is used to either make a list of filed documents with similar document details or find a directory entry.

secure. Controlling who can use and to what extent an object can be used by controlling the authority given to the user.

security administrator authority. A special authority that allows a user to add users to the system distribution directory, to create and change user profiles, to add and remove access codes, and to perform office tasks, such as delete documents, folders, and document lists, and change distribution lists for other users. See also *all object authority*, *save system authority*, *job control authority*, *service authority*, and *spool control authority*.

security officer. A person assigned to control all of the security authorizations provided with the system. A security officer can, for example, remove password or resource security; or add, change, or remove security information about any system user.

sequence number. (1) The number of a record that identifies the record within the source member. (2) A field in a journal entry that contains a number assigned by the system. This number is initially 1 and is increased by 1 until the journal is changed or the sequence number is reset by the user.

service authority. A special authority that allows the user to perform the alter function in the service functions. See also *all object authority*, *save system authority*, *job control authority*, *security administrator authority*, and *spool control authority*.

shell document. A prearranged document (report, letter, memo, or note) where the user adds only customer information. An example of a shell document is a form letter, to which the user adds the receiver's name, address, and personal salutation.

SNA. See *Systems Network Architecture (SNA)*.

SNA distribution services (SNADS). An IBM architecture that defines a set of rules to receive, route, and send electronic mail in a network of systems.

SNADS. See *SNA distribution services (SNADS)*.

special authority. The types of authority a user can have to perform system functions, including all object authority, save system authority, job control authority, security administrator authority, spool control authority, and service authority. Contrast with *specific authority*.

specific authority. The types of authority a user can be given to use the system resources, including object authorities and data authorities. See also *object authority* and *data authority*. Contrast with *special authority*.

spell aid. A document proofreading function that replaces a misspelled word when the correctly spelled version is chosen from a list of similarly spelled words provided by the system from one or more dictionaries.

spell check. A document proofreading function that verifies that a word is spelled correctly by checking for it in one or more dictionaries on the system.

spelling dictionary. A list of words used to verify word choices and verify and correct spelling when the document spell-check function is used, and to provide hyphenation breaks for words when the automatic hyphenation function is used. Dictionaries of general terminology for several languages are available, such as United States English and United Kingdom English, as well as English dictionaries for legal and medical terminology. Users may also create their own supplemental dictionaries

split display. A display that allows a user to see two members or documents at the same time, one on the top and one on the bottom of the display. A display that allows a user to look at (browse) records from one file on the top part of the display and look at (browse) records from another file or from a spooled file on the bottom part of the display. A display that allows the user to change records from the file being displayed on the top part of the display and look at (browse) records from another file or spooled file on the bottom part of the display.

spool. The system function of putting jobs into a storage area to wait to be printed or processed.

spool control authority. A special authority that allows the user to perform spooling functions, such as display, delete, hold, and release spooled files on the output queue for himself and other users. This authority also allows the user to change the spooled file attributes, such as the printer used to print the file. See also *all object authority*, *save system authority*, *job control authority*, *security administrator authority*, and *service authority*.

spooled file. A file that holds output data waiting to be printed, or input data waiting to be processed by the program.

stop code. A position marked in a document where you can insert variable information.

subdirectory. A user-defined directory on the personal computer. See also *root directory*. Contrast with *folder*.

subscript. A symbol, number, or letter written immediately below and to the right or left of another character. For example, the number 2 in the chemical formula for water, H_2O, is a subscript.

superscript. A symbol, number, or letter written immediately above and to the right or left of another character. For example, a footnote can be identified in text with a superscript number. Contrast with *subscript*.

supplemental dictionary. A spelling dictionary that a user provides for the system. A supplemental dictionary includes words that have a special meaning for a particular user's business. See also *system-supplemental dictionary* and *user-supplemental dictionary*.

syllable hyphen. A hyphen used to divide a word at the end of a line; it may be removed when AS/400 Office adjusts lines. Contrast with *required hyphen*.

synonym. A word with the same meaning.

system configuration. A process that specifies the machines, devices, and programs that form a particular data processing system.

system distribution directory. A list of user IDs and identifying information, such as network addresses, used to send distributions.

system security. A system function that restricts the use of files, libraries, folders, and devices to certain users.

system-supplemental dictionary. A spelling dictionary created by a user for anyone on the system. Contrast with *user-supplemental dictionary*.

Systems Network Architecture (SNA). The description of the logical structure, formats, protocols, and operational sequences for transmitting information units through and controlling the configuration and operation of networks.

Systems Network Architecture distribution services. See *SNA distribution services (SNADS)*.

tape cartridge. A case containing a reel of magnetic tape that can be put into a tape unit without stringing the tape between reels.

tape drive. A device used to move the tape and read and write information on magnetic tapes.

text profile. A description of formatting and editing options for creating a document.

text-assist function. A function of AS/400 PC Support that provides an enhanced AS/400 Office word processing function for the personal computer.

thousands separator. The character (comma in the United States) placed every third number starting left of the decimal point. For example, four thousand separators are used in the number: 641, 322, 974, 821.

time format. A calendar value that identifies whether items are scheduled according to a 12-hour clock or a 24-hour clock.

token-ring network. A local area network that sends data in one direction throughout a specified number of locations by using the symbol of authority for control of the transmission line, called a token, to allow any sending station in the network (ring) to send data when the token arrives at that location.

transfer request. A description of the file you want to transfer to your personal computer from the AS/400 system or from your personal computer to the AS/400 system.

update authority. A data authority that allows the user to change the data in an object, such as a journal, a message queue, or a data area. See also *add authority*, *delete authority*, and *read authority*.

use authority. An object authority that allows the user to run a program or display the contents of a file. Use authority combines object operational authority and read authority.

user default. The user-defined values used for mail, calendars, and word processing if no value is specified.

user ID. See *user identification (user ID)*.

user ID/address. The two-part network name used in the system distribution directory and in the office applications to uniquely identify a user and send electronic mail.

user identification (user ID). (1) The name used to associate the user profile with a user when a user signs on the system. See also *user profile name*. (2) The first part of a two-part network name used in the system distribution directory and in the office applications to uniquely identify a user. The network name is usually the same as the user profile name, but does not need to be.

user message queue. A user-created object used to receive messages sent from the system, other users, and application programs.

user password. A unique string of characters that a system user must enter to identify himself to the system, if the system resources are secured.

user profile. An object with a unique name that contains the user's password, the list of special authorities assigned to a user, and the objects the user owns. It is used by the system to verify the user's authorization to read or use objects, such as files or devices, to run the jobs on the system.

user profile name. The name or code that the system associates with a user when he or she signs on the system. Also known as user ID.

user-defined dictionary. A spelling dictionary, which must be created and changed using CL commands, for a language not already supported by the system. See also *user-supplemental dictionary*.

user-supplemental dictionary. A supplemental spelling dictionary created when a user presses the associated function key to add a word not already found in an existing spelling dictionary. After words are added to the supplemental dictionary, the system automatically

uses the supplemental dictionary for spelling functions. See also *user-defined dictionary*.

variable. A name used to represent data whose value can be changed while the program is running by referring to the name of the variable.

virtual device. A device description that does not have hardware associated with it. It is used to form a connection between a user and a physical work station attached to a remote system. A virtual device can be a virtual display station or a virtual printer. See also *virtual work station controller*.

virtual work station controller. A work station controller description that has the characteristics of a locally attached work station controller but does not exist as hardware. See also *virtual device*.

work on behalf of. A person assigned to answer mail for someone else or search for someone else's documents.

work station. A device used to transmit information to or receive information from a computer; for example, a display station or printer.

writer. The part of the operating system spooling support that writes spooled output to an output device independently of the program that produced the output.

zone width. The number of positions to the left of the right margin in which to end words.

12-hour clock. A clock that keeps time from 12:00 a.m. (midnight) to 12:00 p.m. (noon), and from 12:00 p.m. (noon) to 12:00 a.m. (midnight). Compare with *24-hour clock*.

24-hour clock. A clock that keeps time from 0000 (midnight) to 1200 (noon), and from 1200 (noon) to 2400 (midnight). Compare with *12-hour clock*.

3270 device emulation. The operating system support that allows an AS/400 system to appear as a 3274 Control Unit in a BSC multipoint network or SNA/SDLC network. See also *3270 display emulation* and *3270 printer emulation*.

3270 display emulation. The function of the operating system 3270 device emulation that converts 3270 DSC data streams intended for a 3278 display station into data streams that can be recognized by a display station attached to the AS/400 system.

3270 printer emulation. The part of 3270 device emulation that converts 3270, DSC, and SCS data streams intended for a 328X printer into data streams that can be recognized by a printer attached to the AS/400 system.

5250 emulation. Any one of many licensed programs that allows a personal computer to perform like a 5250 display station, and use the functions of an AS/400 system.

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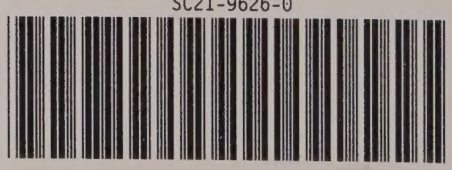

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